# SUPPORTING MEDICAL DOCUMENTATION – GENERAL GUIDELINES

## *Wenatchee Valley College Student Access Services*

WVC Student Access Services typically requires students who are seeking accommodations on the basis of disability to provide documentation from a qualified healthcare professional. Wenatchee Valley College acknowledges that individual circumstances may vary, and documentation may differ based on access to healthcare, the nature of the disability and healthcare professionals. Supporting medical documentation can come in a variety of forms, including but not limited to a letter from a doctor or a counselor, chart notes or an IEP evaluation.

### **Supporting medical documentation serves three purposes:**

* To establish that the student can be considered a person with a disability, and therefore is eligible for protection against discrimination on the basis of disability.
* To supplement information from the student’s narrative regarding the impact of their disability.
* To inform the development of an individualized accommodation plan designed to facilitate equal access to Wenatchee Valley College’s services and environments

### **Helpful information to include in the supporting medical documentation:**

* credentials, contact information and signature of the qualified medical provider
* treatment history with the provider, such as frequency of visits, last appointment, and length of treatment
* name of the medical condition and diagnostic methodology used to establish it
* *thorough* description of *current* symptoms and the impacts of the disability
* Describe expected progression, episodic nature or stability of the medical condition

Any additional information from the medical practitioner that will help us best serve the student's accommodation needs will be considered. However, Wenatchee Valley College is the final determinant of appropriate accommodations in our environment.

**Documentation can be uploaded** at the completion of our online Student Access Services Application or submitted at one of the options below:

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| *Mailing address* | Student Access Services  Wenatchee Valley College  1300 5th street Wenatchee, WA 98801 |
| *Physical address* | Wenatchee Valley College, Wenatchi Hall 2134  WVC Omak, Mary Henrie Friendship Hall 205B |
| *Phone* | 509.682.6854 |
| *Fax* | 509.682.6811 |
| *Email* | [SAS@WVC.edu](mailto:SAS@WVC.edu) |