

Criteria for Documentation

In order to qualify for accommodations, an evaluation with a diagnosis must be submitted. For Upper School, documentation must satisfy the criteria established by the College Board, most standardized testing organizations (ACT, etc.) and most college application policies for students with disabilities. If your child's evaluation is nearing three years of validity upon entering the Upper School please contact the Learning Specialist as soon as possible so referrals can be made to a qualified evaluator for updating it. Evaluations have to meet both Head-Royce and College Board/ACT requirements. This is vitally important, so that inadequate or substandard evaluations can be avoided, thus saving time, money and potential heartache.

Documentation must:

1. **State the specific disability**, as diagnosed. Diagnosis should be made by a person with appropriate professional credentials, should be specific and, when appropriate, should relate the disability to the applicable professional standards (e.g., DSM-IV).
2. **Be current.** In most cases, the evaluation and diagnostic testing should have taken place within three years of the request for accommodations. For psychiatric disabilities, an annual evaluation update must be within 12 months of the request for accommodations. For visual disabilities, documentation should be within two years, and for physical/medical, an update must be within one year from the time of the request.
3. Provide relevant **educational, developmental and medical history**.
4. **Describe the comprehensive testing and techniques** used to arrive at the diagnosis. Include **test results with subtest scores** (standard or scaled scores) for all tests.
5. **Describe the functional limitations.** Explain how the disability impacts the student's daily functioning and ability to participate in the test.
6. Describe the **specific accommodations** being requested and why the disability qualifies the student for such accommodations.
7. Establish the **professional credentials of the evaluator** (for example, licensure; certification; area of specialization).

For more information, go to the College Board [website](#)