

## Documentation Form: Neuromuscular/Orthopedic Impairment

Student's Name: \_\_\_\_\_

The student named above is applying for disability accommodations and / or services through the Office of Specialized Services (OSS) at Ramapo College. In order to determine eligibility, a qualified professional must certify that the student has been diagnosed with a neuromuscular/orthopedic condition and provide evidence that it represents a substantial impediment to a major life activity. It is important to understand that a diagnosis of a neuromuscular/orthopedic condition in and of itself does not substantiate a disability. In other words, information sufficient to render a diagnosis might not be adequate to determine that an individual is substantially impaired in a major life activity. This documentation form was developed as an alternative to traditional diagnostic reports. If a traditional diagnostic report is being submitted as documentation instead of this form, please refer to the OSS website ([www.ramapo.edu/oss/documentation-requirements/](http://www.ramapo.edu/oss/documentation-requirements/)) in order to view documentation guidelines. OSS expects the following in regards to this documentation form:

- The form will be completed with as much detail as possible as partially completed form or limited responses may hinder the eligibility process.
- The diagnosis was derived through formal measures.
- The assessment information is not more than three years old.
- The form is being completed by an appropriate healthcare professional.
- The professional completing the form is not a family member of the student or someone who has a personal or business relationship with the student.

What is the student's diagnosis?

How long has the student had this diagnosis/condition?

What is the severity of the condition?            Mild            Moderate            Severe

Explain the severity indicated above:

What is the expected duration?            Chronic            Episodic            Short-term

Explain the duration indicated above:

Is the neuromuscular/orthopedic condition expected to remain stable or is it expected to decline? If it is expected to decline, describe the expected progression of the impairment.

Date of first contact with student: \_\_\_\_\_

Date of last contact with student: \_\_\_\_\_

Provide information regarding the student's current presenting concerns (be specific):

Provide information regarding the student's current symptoms:

List the student's current medication(s), dosage, frequency, and adverse side effects (if applicable for the above-mentioned diagnosis).

Provide information regarding the impact, if any, of the disorder on a specific major life activity (e.g., learning, eating, walking, interacting with others, etc.).

Does the student currently utilize adaptive or assistive technology? If so, how will this equipment be utilized in a college setting?

State the student's functional limitations from the disorder specifically in a classroom or educational setting.

What recommendations do you have regarding accommodations (i.e. extra time for exams, note taker, disability parking, housing, and adaptive transportation). Please describe your rationale for the accommodations you have recommended.

If current treatments are successful, state the reasons the above academic adjustments, auxiliary aids, and/or services are necessary?

Certifying Professional

\_\_\_\_\_  
Name and Title    Type of License or Certification

\_\_\_\_\_  
Company/Office/Institution Affiliation Name

\_\_\_\_\_  
Address    Phone #

\_\_\_\_\_  
City, State, Zip    Fax #

\_\_\_\_\_  
Signature of Certifying Professional    Date

- Methods of return:  
1) Complete this fillable form electronically and email by clicking the email button at the top of page 1.  
2) Print and scan to [oss@ramapo.edu](mailto:oss@ramapo.edu)  
3) Print and fax to 201-684-7004  
4) Print and mail to:  
    Office of Specialized Services  
    Ramapo College of New Jersey  
    505 Ramapo Valley Rd.  
    Mahwah, NJ 07430

**DOCUMENTATION RETENTION** - All submitted materials will be held in OSS as educational records under the Family Educational Rights and Privacy Act (FERPA). Students have a right to review their educational record. However, students are encouraged to retain their own copies of disability documentation for future use as the college is not obligated to produce copies for students. Under current New Jersey record retention requirements, disability documentation is mandated to be held for only two years after a student has stopped attending the college.