

Documentation Form: Psychological Disability

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 a psychological diagnosis and must provide evidence that it represents a substantial limitation to a major life activity. It is important to understand that a diagnosis by itself does not substantiate a disability. In others 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 (<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 will hinder the eligibility process.
- Assessment information that is more than a year old may be considered out of date depending on such factors as the student's current age, student's age at time of assessment and the nature of the diagnosis.
- The form is being completed by a professional who has comprehensive training and direct experience in the differential diagnosis such as a psychologist, psychiatrist, or certified social worker.
- 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 DSM-V diagnosis for this student?

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:

Has the student ever been hospitalized for psychological reasons?

Yes

No

If yes, please explain.

Date of first contact with student: _____

Date of last contact with student: _____

Date(s) current psychological assessment completed: _____

Frequency of appointments with student (e.g., once a week, twice a month):

Psychological History: Provide pertinent psychological history (include any psychological reports or testing utilized, if applicable):

Pharmacological History: Provide pertinent pharmacological history, including an explanation of the extent to which the medication has mitigated the symptoms of the disorder in the past:

Psychosocial History: Provide pertinent information obtained from the student/ parent(s)/guardian(s) regarding the student's psychosocial history (e.g., history of not sustaining relationships, history of employment difficulties, history of educational difficulties, social inappropriateness, history of risk-taking or dangerous activities, etc.):

Student's Current Symptoms and Concerns:

Explain how the symptoms related to the student's disorder cause **significant impairment** in a **major life activity** (e.g., learning, eating, walking, interacting with others, etc.) in a classroom setting, if applicable.

Please complete the following table by placing an “X” on the impact that the student’s condition has on the particular activity of behavior.

Activity	No Limitation	Moderate Limitation	Substantial Limitation	Don't Know
Attention to detail / accuracy of work				
Sustaining attention				
Listening comprehension				
Completing tasks independently				
Sustained mental effort				
Organization				
Distractibility				
Memory				
Restlessness				
Impulsiveness				
Time management				
Mathematics				
Reading				
Writing				
Other (please specify)				

Provide information regarding the symptoms that cause impairment in **two or more settings** (e.g., work, home, or school etc.), if applicable.

List the student’s current medication(s), dosage, frequency, and adverse side effects.

Are there significant limitations to the student's functioning directly related to the prescribed medications?
If yes, explain:

Provide an explanation of the extent to which the medication currently mitigates the symptoms of the disorder.

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

State specific recommendations regarding academic adjustments, aids, and/or services for this student and the reason these accommodations are warranted based upon the student's functional limitations.

If current treatments (e.g., medications, counseling) are successful, state the reasons the above academic adjustments, auxiliary aids, and/or services are necessary?

Certifying Professional

_____ Name and Title	_____ License or Certification #
_____ 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
- 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.