



Office of Disability Services

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Learning Disability Verification Form

The Office of Disability Services (ODS) provides academic services and accommodations for student with diagnosed disabilities. The documentation provided must demonstrate a disability covered under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) of 1990. The ADA defines a disability as a physical or mental impairment that substantially limits one or more major life activities. In addition, in order or a student to be considerate eligible to receive academic accommodations, the documentation must show the functional limitations that impact the individual in the academic setting.

The ODS requires current and comprehensive documentation to determine appropriate services and accommodations. As a guideline, Cleveland State University generally requires documentation prepared within the past three years. The University reserves the right to request updated or more extensive evaluations.

Documentation for **students who received special education services in high school** must include a diagnostic report with the following:

1. Diagnostic documentation from a qualified professional, i.e. , certified school psychologist, licensed psychologist, neuropsychologist, or educational specialist;
2. Diagnostic documentation that is current (within the last five years) and contains the date of the most recent evaluation and diagnosis;
3. Documentation based upon a psycho-educational test battery that includes intelligence/cognitive ability measures and educational/academic achievement measures. All test scores including subtest scores should be included.
4. The most recent **Multi-factored Evaluation (MFE)** report **MUST** be included. (the most recent is required, but if this report does not include specific aptitude or achievement measures, a prior report will also be required);
5. The most recent **IEP** which identifies that the student was being served for a developmental disability and indicates the kinds of services that the student received.

Students who do not have documentation from high school may submit current, psycho-educational assessment data and a report from a qualified private psychologist, school psychologist, or educational specialist stating the presence of a developmental disability.

Please note:

- Individuals who were served as having a learning disability in public or private school through grade 12 must understand that at the university level, they may not be eligible for all of the services received in high school. Eligibility determination is made on a case-by-case basis, based upon current documentation.
- For transfer students, the most recent copy of psycho-educational testing that validates the diagnosis is required. It is also recommended that transfer students provide written verification, from the previously attended school, that includes an account of accommodations used. Eligibility for services, at another postsecondary institution, however, does not automatically make a student eligible for services.
- A 504 Plan alone does not substantiate a learning disability. A 504 Plan will be reviewed on a case-by-case basis in conjunction with a comprehensive psycho-educational test battery.

There are several situations where individuals do not meet eligibility criteria. They include, but are not limited to:

- Letters or reports used as documentation from such professionals as medical doctors, optometrists, or speech pathologists who have not administered a psycho-educational test battery to make a diagnosis.
- Psycho-educational test reports that do not specifically state that the individual is intellectually disabled.
- A 504 Plan that is not supported by a diagnosis of an intellectual disability.