

**GUIDELINES FOR DOCUMENTATION OF  
LEARNING DISABILITIES**  
Kansas Association of Higher Education and Disability

Note: The Association of Higher Education and Disability (AHEAD) has developed standards for documentation of a learning disability that can be used by post-secondary institutions to determine appropriate accommodations. Kansas AHEAD, along with most other state affiliates, has adopted these guidelines. Just as each student's eligibility is considered on a case-by-case basis, each post-secondary institution in Kansas may adapt these guidelines to fit the unique needs of their own institution. The guidelines that follow serve as a blue print for institutions to use to develop appropriate guidelines that are consistent with national standards.

**Introduction**

Students requesting accommodations or services because of a learning disability from Wichita State University are required to submit documentation to determine eligibility in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). A diagnosis of a learning disability does not necessarily qualify a student for academic accommodations under the law. To establish that a student is covered under Section 504 and the ADA, the documentation must indicate that the disability substantially limits some major life activity, including learning.

The following guidelines are provided in the interest of assuring that documentation of a learning disability is complete and supports the request for accommodations. Wichita State University will determine eligibility and appropriate services, case by case, based on the quality, recency and completeness of the documentation submitted. The following requirements provide students, schools, and professional diagnosticians with a common understanding of the components of documentation that are necessary to validate the existence of a learning disability, the impact on the individual's educational performance, and the need for academic accommodations for the purpose of the ADA and the 1973 Rehabilitation Act.

**A Qualified Professional Must Conduct the Evaluation**

The assessment must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, educational diagnostician, or student clinicians who are being supervised by a qualified professional) who has had direct experience with adolescents and adults with learning disabilities.

**Documentation Must be Current**

Reasonable accommodations are based on the current impact of the disability on academic performance. In most cases this means that a diagnostic evaluation should be age appropriate and relevant to the student's learning environment, and show the student's current level of functioning. If documentation does not address the individual's current level of functioning a reevaluation may be required.

**Documentation Must Include a Specific Diagnosis**

The report must include a clear and direct statement that a learning disability does or does not exist including a rule out of alternative explanations of learning problems. Terms such as "learning difficulty", "appears", "suggests", or "probable" do not support a conclusive diagnosis.

**Documentation Must be Comprehensive**

The documentation must include a summary containing relevant historical information, instructional interventions, related services, and age of initial diagnosis. The documentation must also include objective data regarding aptitude, achievement and information processing. Test scores (standard scores, percentiles, and grade equivalents) must be included in the documentation.

**Recommendations for Accommodations**

A diagnostic report may include specific recommendations for accommodation(s). A prior history of an accommodation, without a demonstration of a current need, does not in and of itself warrant the provision of a like accommodation. Each accommodation recommended by an evaluator should include a rationale. The evaluation should support the recommendations with specific test results or clinical observations. If an accommodation is not clearly identified in the diagnostic report, Wichita State University will seek clarification and, if necessary, more information, and will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided. Wichita State University reserves the right to request reassessment when questions regarding previous assessment or previous service provision arise.

***Examples of Typical Measures Used in  
Adult Assessment of Learning Disabilities***

**(this is not intended to be a complete list, but rather serve as a guide for clinicians)**

**Aptitude**

- a. *Wechsler Adult Intelligence Scale-3<sup>rd</sup> Edition (WAIS-III)*
- b. *Wechsler Adult Intelligence Scale-Revised (WAIS-R)*
- c. *Stanford Binet Intelligence Scale-4<sup>th</sup> and 5<sup>th</sup> Edition (SB IV, V)*
- d. *Woodcock-Johnson Psychoeducational Battery-3<sup>rd</sup> Edition: Tests of Cognitive Ability*
- e. *Woodcock-Johnson Psychoeducational Battery-Revised: Tests of Cognitive Ability*
- f. *Kaufman Adolescent and Adult Intelligence Test*

**Achievement**

- a. *Wechsler Individual Achievement Tests II (WIAT II)*
- b. *Wechsler Individual Achievement Test (WIAT)*
- c. *Woodcock-Johnson Psychoeducational Battery-3<sup>rd</sup> Edition: Tests of Achievement (WJ-III)*
- d. *Woodcock-Johnson Psychoeducational Battery-Revised: Tests of Achievement (WJ-R)*
- e. *Stanford Test of Academic Skills (TASK)*
- f. *Scholastic Abilities Test for Adults (SATA)*

**Note:** Screening tools such as the **Wide Range Achievement Test (WRAT-III)** are not considered comprehensive measures of achievement and must be accompanied by a comprehensive measure such as one of those listed above. All instruments selected to measure these areas must be age appropriate.

**Information Processing**

- a. *Subtests of the WAIS-R or WAIS-III*
- b. *Subtests of the Woodcock-Johnson Psychoeducational Battery: Tests of Cognitive Ability*
- c. *Wechsler Memory Scales-Revised or 3<sup>rd</sup> Edition*