

## **Guidelines for Documentation of Physical Disabilities**

Documentation of a Physical Disability must come from a licensed professional on their official letterhead; and must contain their name, address, credentials, and a signature.  
The following professionals are considered qualified:

- Licensed Physician,
- Nurse Practitioner, or
- Physical Therapist.

The documentation should be recent (in most cases, no more than three years old) and should include:

- 1) A Statement of Condition or Diagnosis, including a clear diagnostic statement describing how the condition was diagnosed and detailing the anticipated and/or typical progression or prognosis of the condition.
- 2) Diagnostic Methodology, including a description of the diagnostic criteria, evaluation methods, procedures, tests and dates of administration, as well as a clinical narrative, observation, and specific results.
- 3) Information regarding how the Condition Substantially Limits Major Life Functions, including a clear sense of the severity, frequency and pervasiveness of the condition.
- 4) Current Treatment.
- 5) Specific Recommendations for Reasonable Accommodations and an Explanation of the need for Specific Recommendations

Please forward the requested information to:

Muskegon Community College  
Disability Support Services  
221 S. Quarterline Road  
Muskegon, MI 49442  
Office: 231-777-0309  
Fax: 231-777-0446  
[mccdss@muskegoncc.edu](mailto:mccdss@muskegoncc.edu)