



## **GUIDELINES FOR SUPPORTING 504 DOCUMENTATION**

Should you wish to provide additional information or documentation to assist the Intervention & Referral Services Committee in evaluating your 504 request, we ask that you provide the following information where appropriate:

1. Doctor/Professional Name, address and phone number.
2. Specific diagnosis of disability.
3. Date of evaluation.
4. Educational, developmental, and relevant medical history.
5. List of administered tests with all scores, including subtest scores.
6. Description of the functional limitations resulting from the disability.
7. Description of specific accommodations requested.
8. Explanation of how test results support the need for requested modifications and/or recommendations.
9. Examiner's professional credentials in the area of the diagnosed disability.