

Blindness and Low-Vision Documentation Policy

Evaluations must be conducted by a qualified impartial professional (ophthalmologist or optometrist; not a family member). Doctor's excuses on prescription pads or hand written letters are not sufficient for documentation of a disability.

Documentation must include the following:

- Letterhead (name, license/certification/degree, area of specialization, employment address, phone and signature)
- A clear statement of vision-related disability with supporting numerical description that reflects the *current* impact the blindness or vision loss has on the student's functioning (the age of acceptable documentation is dependent upon the disabling condition and the current status of the student's vision)
- A summary of assessment procedures and evaluation instruments used to make the diagnosis
- A narrative summary of evaluation results including standardized scores
- Medical information relating to the student's needs and the status of the student's vision (static or changing). Case notes are not appropriate
- Narrative providing both quantitative and qualitative information about the student's abilities to better understanding the student's profile, including the use of corrective lenses and ongoing visual therapy
- Interpretive summary, including description of *current* residual symptoms and the degree of impact the low visions or blindness has on learning in the post-secondary environment