

# **Documentation Guidelines for Students Who Are Blind or Visually Impaired**

## **I. Documentation Requirements**

### **A. A Qualified Professional Must Conduct the Evaluation**

- 1. Professionals conducting evaluations, rendering diagnoses, and making recommendations for accommodations must be qualified to do so. Generally, ophthalmologists, optometrists, and medical doctors are considered qualified. The name, title, and credentials of the qualified professional writing the report should be included. Information about license or certification should also be clearly stated in the documentation. All reports should be in English, typed or printed on professional letterhead, dated, and signed.**
- 2. Diagnoses of disabilities documented by family members will not be accepted.**

### **B. A Specific Request for Accommodations with Accompanying Rationale Must Be Provided**

**The evaluator must describe the degree of impact of the diagnosed physical disability on a specific major life activity, as well as the degree of impact on the individual. A link must be established between the requested accommodations and the functional limitations of the individual that are pertinent to the academic situation. Please also include information regarding any assistive technology devices used by the student.**

**A diagnosis in and of itself does not automatically warrant approval of requested accommodations.**

**Given that Berklee is an urban campus located in a high-traffic, inner-city neighborhood, and that trips are frequently required between buildings, it is extremely important that blind or visually impaired students arrive at the college with very independent and confident mobility skills.**