



A Campus of The California State University

Student Disability Resource Office

Laboratory Building 110 ph: (707)654-1283 fax: (707)654-1079

Guidelines for Verification of Learning Disabilities

I. Student Responsibility:

It is the responsibility of the student seeking services for Cal Maritime's Student Disability Resource Office to provide a comprehensive psycho educational evaluation.

II. Assessment Providers:

The Student Disability Resource Office maintains a partial (non-comprehensive) list of local assessment providers. Any licensed educational psychologist, neurologist, or learning disability specialist can administer the assessments. The clinician must be a neutral, unrelated, non-biased professional. Students may want to check their health insurance for possible coverage.

III. Documentation:

A. Assessment must be comprehensive and include a test from each of the following categories. For example:

<u>Aptitude/Cognitive Ability:</u>	<u>Academic Achievement:</u>	<u>Information Processing:</u>
Wechsler Adult Intelligence Scale – III (WAIS III)	Woodcock – Johnson III: Tests of Achievement	Detroit Tests of Learning Aptitude (DTLA 3)
Woodcock Johnson – III: Test of Cognitive Ability	Woodcock – Johnson Psycho educational Battery – Revised: Tests of Achievement	Detroit Tests of Learning Aptitude – Adult (DTLA – A)
Woodcock - Johnson Psycho educational Batters – Revised: Tests of Achievement	Wechsler Individual Achievement Tests III (WAIT III)	Rey – Osterrieth Complex Figure Test
	Nelson – Denny Reading Skills Test	<u>Subtests from:</u>
	Stanford Diagnostic Mathematics Test	Wechsler Adult Intelligence Scale III (WAIS III)
	Test of Written Language 3 (TOWL 3)	Wechsler Memory Scale III (WMS III)
	Woodcock Reading Mastery Tests - Revised	Woodcock – Johnson Psycho educational Battery – Revised: Tests of Cognitive Ability
		Woodcock – Johnson III: Tests of Cognitive Ability

B. Assessment must be current.

Provision of accommodations is based on the impact of a disability on **current** academic performance, psycho educational assessment should have been conducted no earlier than **three years prior** to the student's initial request for disability-related services at Cal Maritime.

C. Diagnostic report must include:

1. *Clinician Information*: This includes name, title, license number, address and phone number; summary of all instruments and procedures, date(s) of examination and signature.

2. *Diagnostic Interview*: This includes background, educational and medical family histories, behavioral observations, etc.

3. *Test Scores*: Report must include all test scores (subtest & standard scores, percentiles)

4. *Interpretation*: Clearly describe intracognitive and/or aptitude-achievement discrepancies and clinician's rational for clinical judgment. Indicate how patterns in the in cognitive ability, achievement, and information processing reflect the presence of a learning disability.

5. *Rule out Alternative Explanations*: Clearly rule out alternative explanations for academic problems.

6. *Diagnosis & Summary*: Written diagnostic summary including presence or absence of learning disability(ies), how the disability substantially interferes with student's educational progress, and specific recommendations for academic accommodations.

***Please contact our office if you have any questions.
Fax or mail verification information to:***

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