



Office of Learning Support & Disability Services LD Documentation Guidelines

Students requesting services from the Division of Learning Services are required to submit documentation to determine eligibility in accordance with Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990. The following guidelines were established to ensure that all documentation is complete and accurate. The Learning Services Director reserves the right to determine eligibility and reasonable accommodations based on the quality, recentness, and completeness of the documentation provided. All documentation is kept confidential and must include the following information:

- A **complete psychoeducational report** conducted by a professional who is certified/licensed to diagnose learning disabilities within the last three years. The evaluator's name, title, and professional credentials and affiliation must be provided. The evaluation must include:
 - Assessment of intellectual ability. Louisburg College accepts the following tests:
 - Wechsler Adult Intelligence Scales (WAIS-R or WAIS-III) with all subtest standard scores provided. Standard scores for Verbal Comprehension, Perceptual Organization, Working Memory, and Processing Speed Indices must be provided as well.
 - Kaufman Adult Intelligence Test (KAIT)
 - **NOTE: The Wechsler Intelligence Scale for Children (WISC) will not be accepted.**
 - Assessment of educational achievement in the areas of reading, mathematics, and written language. Suitable tests include, but are not limited to:
 - Woodcock-Johnson Tests of Educational Achievement (WJ-R or WJ-III)
 - Wechsler Individual Achievement Test (WIAT)
 - A statement indicating diagnosis of a specific learning disability. Diagnoses based on the Diagnostic and Statistical Manual — Fourth Edition (DSM-IV) are preferred. A discrepancy between ability and achievement does not, in and of itself, constitute a learning disability; information on processing ability must be included.
 - A narrative indicating the current status and impact of the learning disability in an academic setting. The evaluation can be no more than 3 years old.

PLEASE NOTE: While IEPs are often helpful in informing Learning Services of accommodations useful in high school, they are not appropriate documentation of disability in themselves. Students may want to ask their high schools to give them all testing used to create their most recent IEPs.

Submit all materials to:
Louisburg College
Learning Services Division
501 North Main Street
Louisburg, NC 27549
Fax: (919) 496-6733 Telephone: (919) 497-3236