



**Documentation Guidelines
for Students who are
Blind or Low Vision**



Department of Learning Services
Mount St. Mary's University
16300 Old Emmitsburg Road
Emmitsburg, MD 21727
301-447-5006



Blind or Low Vision

Students who are Blind or Low Vision who seek accommodations from Mount St. Mary's University are required to submit documentation to verify eligibility. The following guidelines are provided in the interest of assuring that evaluation reports are appropriate to document eligibility. The Director is available to consult with diagnosticians regarding any of these guidelines.

A letter from the health professional who is overseeing the care and treatment of the Student's vision is sufficient documentation.

1. The letter must be comprehensive. It should include:

- The age of onset of vision loss
- Information on severity and type of loss
- Recent visual acuity screening
- Medical history, if pertinent
- Information about devices used
- Method student uses to navigate environment
- Impact of vision loss on learning, reading, writing, focusing and studying
- Support services and accommodations used successfully at the high school level

This is not intended to be an exhaustive list or to restrict assessment in other pertinent and helpful areas such as vocational interests and aptitudes.

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2. **The letter must be current.** In most cases, this means within the past five years as long as the vision loss is stable. Since this documentation is the basis for determining reasonable accommodations, it is in the student's best interest to provide documentation that reflects the student's current level of functioning and ability to function in a academically competitive college environment.

 3. **There must be a statement of the diagnosis and functional limitations for the academic environment.**

 4. **Qualified evaluator:** The letter must be written by a qualified professional with expertise in diagnosis being discussed. The letter must be written on the evaluator's letterhead. Notes handwritten on prescription blanks are not acceptable.

Complete Request for Accommodation form:

- **<https://inside.msmary.edu/learning-services-office/accommodations-form.html> AND upload**
- **or send most recent documentation to:**

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