



A Campus of The California State University

Disability Services Office

Laboratory Building 110 - ph: (707) 654-1283 - fax: (707) 654-1159

Guidelines for Verification of Learning Disabilities

I. Student Responsibility:

It is the responsibility of the student seeking services for Cal Maritime’s Disability Services Office to provide a comprehensive psycho-educational evaluation.

II. Assessment Providers:

The Disability Services 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 to two categories.

<u>Aptitude/Cognitive Ability:</u>	<u>Academic Achievement:</u>
<ul style="list-style-type: none"> • Wechsler Adult Intelligence Scale-Third Edition (WAIS-III) • Wechsler Adult Intelligence Scale-Fourth Edition (WAIS-IV) • Woodcock-Johnson-Third Edition: Tests of Cognitive Ability (WJ-III) • Kaufman Adolescent and Adult Intelligence Test • Reynolds Intellectual Assessment Scale (RIAS) • Stanford-Binet (SB5) • Test of Non-Verbal Intelligence (TONI-3) 	<ul style="list-style-type: none"> • Woodcock-Johnson-Third Edition: Tests of Achievement (WJ-III) • Wechsler Individual Achievement Test (WIAT-III) <i>Or specific achievement tests such as:</i> • Nelson-Denny Reading Skills Test (Form G& H) • Stanford Diagnostic Mathematics Test • Test of Written Language-3 (TOWL-3) • Gray Oral Reading Test (GORT 4th ed.) • Spadafore Diagnostic Reading Test

B. Assessment must be current.

Provision of accommodations is based on the impact of a disability on **current** academic performance. The 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 rationale 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.

Information can be faxed or mailed to the following:

**Vivienne McClendon, Ph.D.
Disability Services Office
Center for Engagement, Teaching and Learning
200 Maritime Academy Drive
Vallejo, CA 94590**

Fax # (707) 654-1159

Please contact our office if you have any questions.

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