

**Overall Criteria for all Disability Documentation**

- a) Documentation should provide a diagnostic statement identifying the disability, describe the diagnostic criteria and methodology used to diagnose the condition, and detail the progression of the condition if its impact of the student's functioning is expected to change over time.
- b) Documentation should provide an adequate representation of the student's current functional abilities. In most situations, documentation should be within three years of the student's application for services. Professional judgment, however, must be used in accepting older documentation of conditions that are permanent or non-varying, or in requiring more recent documentation for conditions for which the functional impact may change over time.
- c) Documentation must include the names, signatures, titles, and license numbers of the appropriate evaluators, as well as the dates of testing and contact information. Evaluators must be licensed professionals whose training and licensure status is consistent with expertise in the disability for which they provide documentation.

**Criteria Specific to Learning Disabilities**

- a) Clear and specific identification of a learning disability must be stated. For example, the terms "Learning styles" or "Learning differences" are not synonymous with a learning disability.
- b) Documentation of a developmental and educational history consistent with a learning disability.
- c) Since the manifestations of a learning disability may change over the period of childhood and adolescence, documentation must reflect either data collected within the past three years or after the age of 18.
- d) Information gained from standardized assessment instruments is one essential piece of the methodology used to diagnose learning disabilities. Therefore, documentation of learning disabilities must include standardized measures of academic achievement and cognitive processing abilities that have age-appropriate normative data for high school/college students or older adult non-traditional students. All standardized measures must be represented by standard scores and percentile ranks based on published norms.
- e) Documentation of a functional limitation(s) in one or more of the following areas of academic achievement:
  - a. Reading (decoding, fluency, and comprehension)
  - b. Mathematics (calculations, math fluency, and applied reasoning)
  - c. Written Language (spelling, fluency, and written expression)
- f) Documentation of relative strength(s) in academic achievement in order to establish the presence of significant discrepancy between academic domains. The presence of a significant discrepancy will typically require a difference of

one standard deviation between scores. However, qualified professionals may use other widely accepted metrics for documenting a significant difference between two scores (e.g., standard error of measurement).

- g) Documentation that alternative explanations for the academic limitation(s) have been considered and ruled out (e.g., low cognitive ability, lack of adequate instruction, emotional factors such as anxiety or depression).
- h) Documentation of a pattern of cognitive processing weaknesses and strengths that is associated in a meaningful way with the identified area(s) of academic limitation.
- i) Both processing weaknesses and processing strengths must be identified and must represent a significant discrepancy between cognitive domains. The presence of a significant discrepancy will typically require a difference of one standard deviation between scores. However, qualified professionals may document a significant difference between two scores using other widely accepted metrics (e.g., standard error of measurement).
- j) Processing weaknesses and strengths must be evident on multiple measures and not based on a single discrepant score on an individual test or subtest. Cognitive Processing Skills (selection dependent upon case) include the following:
  - a. Attention
  - b. Executive Functions
  - c. Fluency/Automaticity
  - d. Memory/Learning
  - e. Oral Language
  - f. Phonological/Orthographic Processing
  - g. Visual-Motor
  - h. Visual-Perceptual/Visual-Spatial
- k) Documentation that alternative explanations for the cognitive limitation(s) have been considered and ruled out (e.g., low cognitive ability, lack of adequate instruction, emotional factors such as anxiety or depression).

These guidelines are intended to guide the review of documentation and cannot substitute for the expertise and clinical judgment of a qualified professional. Failure to fully meet each of the above criteria does not automatically preclude a diagnosis of learning disabilities. In some circumstances, this diagnosis may be justified, based on an expert's integration of a student's history, test performance, and current functioning.

This is the criteria established by the Georgia Board of Regents. If you have any questions, please feel free to contact our office at (706)737-1469. Thank you for your assistance.