

Dear Evaluator,

In an effort to ensure the Office of Access Services, Instruction and Support (OASIS) receives all required information to provide accommodations to students, we have created this checklist to assist you. Using this should ensure your report is complete. For your convenience, we have included a box to check or dot as each component is completed.

**Learning Disabilities** (LD)

- evaluation by a **qualified professional**
- assessment current within the last **5 years**
- report includes a **diagnostic interview**  
assessment should include test of:
  - aptitude (cognitive)
    - current level of **cognitive functioning**
    - subtests & standard scores**
  - achievement
    - subtests & standard scores
    - current levels or academic functioning in **reading**
    - current levels or academic functioning in **math**
    - current levels or academic functioning in **oral & written language**
  - information processing
    - assessment of **short & long term memory**
    - sequential memory**
    - auditory & visual perception/processing**
    - executive functioning** (organizational skills)
    - motor ability**
- other formal assessments to establish a **differential diagnosis**  
(from a co-existing neurological and/or psychiatric disorder)
- informal observation** of student during testing
- specific diagnosis**
- specific accommodations **must** include a **rationale** for each
- interpretive summary