



OFFICE OF DISABILITY SERVICES
disabilities@mc3.edu

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Submission of documentation is not the same as the request for services. The request for reasonable accommodations must be initiated by the student once the student is confirmed at the College. The student must schedule and participate in an Intake appointment with the Office of Disability Services so that support services and reasonable accommodations can be discussed in an interactive process. Documentation will be reviewed by the Office of Disability Services prior to the appointment. The Office of Disability Services is responsible for and will make the final determination of reasonable accommodations.

- Documentation must be submitted by a licensed clinical social worker (LCSW), licensed professional counselor (LPC), psychologist, psychiatrist, or neurologist, qualified to diagnose and treat the student’s condition.
- The professional completing the form is not a family member of the student or someone who has a personal or business relationship with the student.
- Documentation should include the names, titles, professional credentials, license number, addresses, and phone numbers of the evaluators as well as the date of the report.

Please provide a clear statement of the disability, including the DSM-V diagnosis and a summary of present symptoms.

1. Documentation for eligibility should address the current functional impact(s) of the condition in the educational setting; (the age of effective documentation is dependent upon the disabling condition, the current status of the student and the student's request for accommodations);
2. A summary of assessment procedures and evaluation instruments used to make the diagnosis and a summary of evaluation results, including standardized or percentile scores;
3. Medical information relating to the student's needs should include the impact of medication on the student's ability to meet the demands of the postsecondary environment;
4. Suggestions for reasonable accommodations that might be appropriate at the postsecondary level are welcome.

Disability documentation is confidential and should be submitted only to the Office of Disability Services.

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(*as specified in College Guidelines)

The American with Disabilities Act (ADA; 1990; as amended, 2008) and Section 504 of the Rehabilitation Act of 1973 ensure the accessibility and availability of higher education for all qualified persons. Disability Services has the responsibility of implementing provisions of the ADA for persons with ~~ip~~ ~~psa~~ psychological disability is defined by the ADA as "...a ... mental impairment which substantially limits one or more major life activities. . ." ~~000~~ ~~006~~ ~~00600000~~

____ Other(s) if other, please explain: _____

7. Please describe this how each functional limitation will affect the individual's ability to participate fully in the post-secondary environment _____

8. Have you any recommendations regarding accommodations to equalize this student's educational opportunities at the post-secondary level? Please state the rationale for each suggested accommodation relating it to a specific functional limitation. _____

9. Is this student currently on medication that may impact his or her performance in the educational setting?
Yes _____ No _____ If yes, please explain _____

Other comments: _____

Print name and title: _____

Signature of diagnostic practitioner _____ Date _____

Type of License _____ State of License and No. _____

Print name and title: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Print name and title: _____