To Providers:

In order for a student to receive accommodations for learning, psychological, or physical limitations, proper documentation must be submitted to the Academic Services Coordinator at Hellenic College Holy Cross. This documentation may be mailed or emailed to the Office.

Below, you will find the guidelines for documentation. These guidelines have been adapted from AHEAD (Association of Higher Education and Disabilities).

**Documentation for Learning Accommodations Guidelines**

I. Documentation must be sent on official letterhead with the information below:
   i. Date, evaluator’s credentials, signature

II. Documentation must include client/patient identifying information
   i. Full name, date of birth

III. Documentation must include a specific diagnosis
   i. Date of onset
   ii. How condition was diagnosed: Interview, Observation, Testing
   iii. Date of treatment
      1. List any treatment the client/patient is receiving, included (but not limited to):
         a. On-going therapy and/or medications
         2. Medical documentation must be within the past year

IV. Provide an analysis of the diagnosis
   i. Discuss the impact on daily functions and possible limitations

V. Recommendations for accommodations
   i. The College is not required to fulfill all the accommodations but will make every attempt to provided necessary and appropriate services to students
      
      *Suggestions of accommodations: Extended time, separate room with limited distractions, short breaks during testing*

Sincerely,

Danielle Brown
Academic Services Coordinator
Hellenic College Holy Cross
dabrown@hchc.edu | 617-850-1202