

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 provide necessary and appropriate services to students
Suggestions of accommodations: Extended time, separate room with limited distractions, short breaks during testing

Sincerely,

Danielle Brown
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