

Overview of Documentation

Students with Disabilities

If you have received accommodations for a learning, physical or psychological disability in the past, or if you are requesting accommodations for the first time, you must submit documents to the Office of Academic Services.

Please note that IEPs and 504 plans from high school/elementary school are not sufficient for receiving accommodations. There must be the initial, or ongoing, diagnosis of the learning disability, not just the follow-up reports.

The following documents outline the guidelines for documentation:

1. Medical Disability (Physical and Psychological) Documentation Guidelines
 - a. Explanation of HIPPA laws
 - b. HIPPA release form to be sent to the provider
 - c. Checklist for provider

2. Learning Disabilities Documentation Guidelines
 - a. Differences between high school and college accommodations
 - b. Documentation letter to be sent to provider
 - c. Frequently asked questions regarding FERPA laws
 - d. FERPA form to be sent to school

All documents should be emailed or mailed to:

Danielle Brown
Academic Services Coordinator
Hellenic College Holy Cross
50 Goddard Avenue
Brookline, MA 021445

Once you complete these documents, make an appointment with Danielle Brown at your earliest convenience to discuss your needs and accommodations. When accommodations are determined, you will receive a letter of accommodations, which will then be sent to each of your instructors in order to receive the necessary accommodations.

Please do not hesitate to contact Danielle Brown at (617) 850-1202 or dabrown@hchc.edu

For further information regarding medical and learning disabilities, please refer to the Association on Higher Education and Disabilities: www.ahead.org. On the home page, conduct a search for "Documentation," and you will be directed to the appropriate page.