The student named below has applied for services from Disability Support Services (DSS) at Ivy Tech Community College. In order to determine eligibility and to provide services, we require documentation of the student’s disability.

Under the ADA Amendments Act of 2008 and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities are protected from discrimination and may be entitled to reasonable accommodations. To establish that an individual is covered under the law, documentation must indicate that a specific disability exists and that the identified disability significantly limits one or more major life activities. **A diagnosis of a disorder in and of itself does not automatically qualify an individual for accommodations.** The documentation must also support the request for accommodations and academic adjustments.

I authorize the release of my information to Disability Support Services at Ivy Tech Community College. I give approval for DSS representatives to talk/correspond with the evaluator that prepared my documentation about my educational needs:

Student’s Signature  
______________________________________________

Student’s Printed Name  
________________________________________________

The document should include current test results or other professional findings that establish a basis for services or accommodations; they may be submitted as part of a more comprehensive evaluative report.

Documentation may include assessments, reports, and/or letters from qualified evaluators, professionals, or institutions.

Comprehensive testing is required. All tests must be age appropriate, nationally normed, and individually administered.

**Please see the back of this document for guidelines and criteria.**
Responses to the guideline questions should be typed on letterhead. Please do not submit handwritten documentation. The documentation must be prepared by a licensed professional who diagnosed or treated the student, and should include the following information: today’s date, evaluator’s printed name, evaluator’s signature, evaluator’s license/certification, evaluator’s address, evaluator’s fax, and evaluator’s telephone. Depending on the accommodation requested, additional documentation may be required.

**Aptitude**
Cognitive evaluations should have been administered within the last 10 years.

**Achievement**
Evaluations within the last 10 years should assess functioning in the areas in which accommodations are requested.

**Information Processing**
Specific areas of information processing (e.g. short and long term memory, sequential memory, auditory and visual perception processing, and processing speed) must be assessed.

1. Evaluation results are factored into the determination of reasonable accommodations, so it is in the student’s best interest to provide appropriate and accurate documentation.

2. Provide clear and detailed evidence that indicates specific learning disabilities. Individual “learning styles,” “learning differences,” “academic difficulties,” and “test difficulty and anxiety” in and of themselves do not specify a learning disability.

3. List the exact instruments used for assessment. Specify any exceptions to standardized procedures, report test score data in percentile or standard scores, and include a written interpretation of the results by the evaluating professional.

**Please send, fax, or email the requested information to the following:**

Ivy Tech Community College  
Office of Disability Support Services  
3101 S. Creasy Lane  
Lafayette, IN 47903  
Fax: (765) 269-5263  
disabilitysvcs@lists.ivytech.edu