



## Documentation of Disability

It is the policy and practice of Blackhawk Technical College to comply with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Students must provide written, current documentation that supports a request for accommodations.

### GUIDELINES FOR DOCUMENTATION

Letters must be written on letterhead and signed by a qualified professional (e.g. physician, psychologist, or psychiatrist) and include the following information:

- Diagnosed disability (if non-physical, include DSM classification)
- Date of diagnosis
- Name and title of professional making diagnosis
- Date of your last contact with professional
- Impact of disability on ability to learn and participate in classroom activities
- Recommendations to facilitate learning.

For individuals with a learning disability, please submit your most recent psychological evaluation (with scores) and IEP and/or Summary of Performance. An IEP or 504 Plan in and of itself may be insufficient documentation but can be included as part of a comprehensive evaluation.

Submit documentation of disability at least one month prior to the start of classes to ensure accommodations are in place.

Documentation may be faxed to (608) 757-7752, to the attention of Deborah Gilster.

If you have any questions or need assistance obtaining this information, please contact Deborah Gilster (608) 757-7796 or deaf/hh call relay: 711.

When documentation is available, please contact Deborah Gilster (608) 757-7796 or deaf/hh call relay: 711 to schedule an accommodations meeting.