



MONTGOMERY COMMUNITY COLLEGE

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Required Documentation for Students with Special Needs/Special Accommodations/Disabilities

Students with special needs/special accommodations/disability requests are required to check in with the Counselor each semester in order to obtain reasonable accommodations for their classes and complete necessary forms.

Documentation of the special needs/accommodations/disability will be used to evaluate requests for reasonable accommodations and/or auxiliary aids. The evaluation process will include the impact of the documentation on the goals and standards of the program, course, and/or activity. As appropriate to the special needs/accommodations/disability, the documentation should include the following:

- *A diagnostic statement identifying the special need/accommodations/disability, date of the most current diagnostic evaluation, and the date of the original diagnosis.
- *A description of the diagnostic tests, methods, and/or criteria used.
- *A description of the current functional impact of the special needs/accommodations/disability which includes specific test results and the examiner's narrative interpretation.
- *Treatment, medications, and/or assistive devices/services currently prescribed or in use.
- *A description of the expected progression or stability of the impact of the special needs/accommodations/disability over time, particularly the next few years.
- *The credentials of the diagnosing professional if not clear from the letterhead or other forms.

Although helpful, an IEP is not sufficient for documenting a disability or receiving reasonable accommodations.

A disability under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act is described as a mental, or physical impairment that substantially limits a major life activity.

Examples include:

- *Attention-Deficit/Hyperactive Disorder
- *Blindness/Visual Impairment
- *Deaf/Hard of hearing
- *Learning Disabilities
- *Physical Disabilities
- *Psychiatric Disabilities
- *Speech and Language Disabilities
- *Traumatic Brain Injury
- *Other - disabilities that include conditions affecting one or more of the body's systems.

If you have questions, please contact the Counseling and Career Development Center at 910-898-9618.