



# Academic and Physical Accommodations Request Form

Student ID Number

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**Student Information**

Last Name		First Name		Middle		Date of Birth	
Mailing Address Street/PO Box/Apt #			City			State	Zip
Home phone		Cell phone			Work phone		

Describe your disability which requires coverage by the Americans with Disability Act and by Section 504 of the Rehabilitation Act of 1973. Attach sufficient documentation verifying your specific need, which should include, but is not limited to, medical evaluations. Documentation must be prepared by the appropriate professional. (i.e. Medical doctor, psychologist, or other related diagnostician) Please see page 2 for specific documentation guidelines.

List the specific accommodations that you are requesting.

Have you received accommodations in the past at an educational institution other than high school? Yes  No

If yes, list accommodations received and contact information for the individual at the educational institution who approved the accommodations.

**Student Responsibilities:**

- Pre-register as early as possible each semester. Instructors cannot be notified of accommodations unless registration is paid.
- Provide proof of paid registration for classes to the Student Development Coordinator as soon as possible each semester.
- Self-identify disability status in a reasonable and timely manner with appropriate documentation each semester. Please note: it may take 30-60 days to accommodate student needs.
- Provide disability documentation from a qualified professional that reflects the student's current disability status, and how their disability limits participation in courses, programs, services, and activities.
- Follow published procedures for obtaining academic adjustments, and/or auxiliary aids and services.

Student Signature	Date
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For questions about this form, please contact the Director of Student Life at [lawrence@clevelandcc.edu](mailto:lawrence@clevelandcc.edu)

# Documentation Guidelines

Documentation must be provided from an appropriately licensed/certified professional and have enough information to establish the student's status as a person with a disability as well as establishing the need for any requested accommodations, including those associated with placement testing. In most cases, the documentation should be no older than three years. An Individualized Education Plan is not considered acceptable documentation.

## Documentation has two main purposes:

1. Establish that an individual has a disability.
2. Describe and document the functional impact of the disability for use in establishing the need for and design of accommodations.

CCC requires that you provide documentation prepared by an appropriate professional (i.e. Medical doctor, psychologist, or other related diagnostician).

## Documentation should include the following:

1. Name and credentials of the professional evaluator.
2. Diagnostic statement identifying the current disability and the date of the diagnosis (should be within 3 years).
3. Description of the diagnostic methodology used (how the diagnosis was reached).
4. Description of the student's current functional limitations.
5. Description of the expected progression or stability of the disability.
6. Description of current and past accommodations, services and/or medications.
7. Recommendations for accommodations, adaptive devices, and/or assistive services.

## Temporary Impairments

Some disabilities are temporary and may require accommodations for a limited time. Each case is considered individually. The following documentation is required:

- Documentation on letterhead from a qualified professional stating diagnosis, functional limitations necessitating the accommodations and estimated length services will be needed.
- Services will be provided for a limited time pending receipt of documentation.