

Guidelines for Documenting a Disability

Disability Services provides opportunities for equal access in college programs, services, and activities, as we recognize that the Oregon Tech community is enriched through the contributions of all its members. In keeping with Sections 504 and 508 of the Rehabilitation Act of 1973, and Americans with Disabilities Act of 1990 (ADA) and its Amendments Act of 2008 (ADAAA), Oregon Tech is committed to providing appropriate academic accommodations and auxiliary aids, to ensure equitable access to higher education for individuals with disabilities. To effectively arrange accommodations and auxiliary aids, Disability Services requires students to engage in a determinative process. We ask all applicants to complete a formal request for services through our accessibility software (AIM) and submit supporting documentation for your qualifying condition. Once we have the necessary documentation, one of our Disability Services staff members will meet with you to discuss your eligibility for accommodations.

Documentation of qualifying condition(s) may be prepared by a medical, mental health, or educational professional. Acceptable forms of documentation include psychoeducation reports, healthcare records, Section 504 Plans and IEPs, or an official letter on letterhead from your provider. Documentation should be current and up to date (How current the documentation needs to be will depend upon the individual and the diagnosis). Furthermore, once you have submitted your documentation, Disability Services may request additional information if needed before continuing to the next steps.

Your supporting document(s) should include the following:

1. Letterhead, date, and signature from a qualified professional or provider.
2. A statement identifying your disability or disabilities, including specific diagnoses.
3. A description of symptoms experienced, prognosis/progression, and severity of diagnoses.

complete the following form and return it to you (the student) or to our office.

<p>3OHDVH LQFOXGH DQ\ FRPPHQWV RU RWKHU LQIRUPDWLRQ LQFOXGLQJ DGGLWLRQDO WHVWLQJ UHVXOWV ZKLFK PD\ KHOS XV GHWHUPLQH WKH PRVW DSSURSULDWH DVVLVWDQFH IRU WKLV VWXGHQW</p>	
<p>3OHDVH GHVFULEH \RXU UHODWLRQVKLS ZLWK WKH DERYH QDPHG LQGLYLGXDO H J SK\VLFLDQ WKHUDSLVW HYDOXDWRU HWF DQG WKH GXUDWLRQ RI \RXU UHODWLRQVKLS</p>	

3URYLGHU & HUWLILFDWLRQ

3URYLGHU 6L	JQDWXUH
7LWOH	
'DWH	

3URYLGHU SOHDVH UHWXURQ WKH IRUP WR
x 7K VWXGHQW WR DWWDFK WR WKHLU \$,0 \$SSOLFDFWLRQ
x 2UHJRQ 'ZLWK LQGLYLGXDO HMLFHV
o .ODPDWK)DOOV)DPSXV
o 3RUW DQG & D