

## Qualified Professional Documentation Request

To whom it may concern:

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 requires all colleges and universities to provide services and reasonable accommodations for all qualified students with a disability.

In order to provide appropriate accommodations through the Center for Access and Assistive Technology at Hudson Valley Community College, it is helpful to have documentation of the student's disability on file.

The documentation should be typed on letterhead and clearly state the student's disability and give some indication of how the disability affects the student's academic performance. For example, recommendations for academic modifications may indicate that the student has limited hand dexterity and would benefit from a scribe and extended testing time; or due to a psychological disability such as a Dissociative Disorder or General Anxiety Disorder, the student would benefit from a distraction-reduced testing environment and/or extended testing time. A student who is blind or visually impaired would benefit from exams read aloud and/or a scribe. The goal of providing reasonable accommodations is not to create a competitive advantage for students with disabilities, but to eliminate any competitive disadvantages that may exist.

Helpful information to include:

1. Diagnosis – DSMV/ICD
2. Prognosis
3. How the disability affects the students' academics
4. Please list specific accommodations needed to allow the student to be successful while attending college

Documentation may be submitted through the following methods:

The student may hand deliver the documentation to our office or you may fax the documentation (518) 629-4831 or email it to: [caat@hvcc.edu](mailto:caat@hvcc.edu). Additionally you may mail it to the attention of Center for Access and Assistive Technology, Hudson Valley Community College, Room 130 Campus Center, 80 Vandenberg Avenue, Troy, New York 12180.

If you have any questions, please feel free to call our office Monday through Friday 8 a.m. – 5 p.m. at (518) 629-7154, or T.D.D. (518) 629-7569.