



Dr. Susan A. May, President

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Date: _____

To Whom It May Concern:

_____ is a student at Fox Valley Technical College and has requested disability-related accommodations. The student must submit documentation that is current, complete and clearly demonstrates the need for requested accommodations to assure equal access. Each request is determined on a case-by- case basis.

The information will be used by the staff in Educational Support Services to identify appropriate and effective disability- related accommodations and/or services. Documentation of a student's disability is maintained separate from the student's official school file and is confidential. The following information is a guide to help you identify the type of information that the college is seeking prior to processing the student's request.

- ✓ A specific diagnosis* (on letterhead with a signature) made by a professional who is qualified to make the diagnosis.
- ✓ Findings that support the diagnosis (history, tests administered, test results, and interpretation of the results).
- ✓ A description of the individual's functional limitations due to the stated disabilities.
- ✓ Specific recommendations for modifications including an explanation as to why the modifications are needed. Documentation of history of prior modifications provided by schools or other service providers.

* Students claiming mental or psychological disorders or disabilities should provide clinical documentation appropriate to the diagnosis. The diagnosis should identify a specific disability and include the DSM V classification and codes. Applicants claiming a learning disability should provide documentation from a qualified diagnostician that includes relevant psycho-educational testing, an educational history, and a demonstrated impact on academic functioning.

If you have any questions regarding the type or amount of information requested, feel free to contact the FVTC Student Services- Educational Support Services at any phone number below. The Appleton Educational Support Services fax number is 920-831-4392 and the Oshkosh Educational Support Services fax number is 920-236-6130.

Sincerely,

Karen Glad (920) 735-5679
Special Needs Support Instructor

Bruce Rathe (920) 735-5702
Special Needs Support Instructor

Emily Grahn (920) 735-2423
Special Needs Support Instructor

Carissa,Fritz (920) 236-6155
Special Needs Support Instructor