

DOCUMENTATION OF DISABILITY INFORMATION

It is the policy and practice of Blackhawk Technical College to comply with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). Students must provide written current documentation that supports a request for accommodations.

Guidelines for Documentation:

Letters must be written on letterhead and signed by a qualified professional (e.g. physician, psychologist, or psychiatrist) and include the following information:

- Diagnosis of your disability (if non-physical, include DSM classification)
- Date of diagnosis
- Name and title of professional making diagnosis
- Date of your last contact with professional
- Impact of disability on your ability to learn and participate in classroom activities
- Recommendations for strategies to facilitate learning and provide accommodations

For individuals with a **learning disability**, please submit your most recent psychological evaluation (with scores) and IEP and/or Summary of Performance. An IEP or 504 Plan in and of itself may be insufficient documentation but can be included as part of a comprehensive evaluation.

More specific information regarding disability documentation can be viewed on the BTC website under Disability Services in the guide “*A Wisconsin Post-Secondary Guide to Disability Documentation*”. Documentation of disability should be submitted at least one month prior to start of classes to ensure accommodations are in place.

If you have any questions or need assistance obtaining this information, please contact Cindy Fuerstenberg-Peters @ 608-757-7796. When documentation is available, please contact Diane Murphy@ 608-743-4422 to schedule an accommodations meeting.

Documentation may be faxed to: 608/757-7752, Attention Cindy Fuerstenberg-Peters or Diane Murphy.