



DOCUMENTATION OF DISABILITY INFORMATION

To any MATC student with a disability requesting accommodations:

Thank you for contacting Student Accommodation Services at MATC. In order to document the disability of each student and the accommodations necessary, we will need the following information from a licensed professional, (**specifically a doctor, psychologist, or psychiatrist**):

1. **Diagnosis** or diagnoses of your disability (Please be specific and include the DSM V classification and or ICD 10 Code.)
2. **The impact** of your disability on your ability to learn and participate in classroom activities and/or online activities.
3. **Recommendations for accommodations** you may need.
4. **Prognosis and duration of** the disability (Please include end date for temporary disability.

Information that is written on prescription blanks is not acceptable. **Letters must be written on letterhead.**

The most recent psychological (with all scores), psychiatric, and/or medical evaluations, plus the most recent I.E.P., are examples of acceptable forms of documentation which will then be reviewed to see if they meet the above criteria. IEP's and 504 Plans are helpful, but are usually not sufficient by themselves to meet the requirements for documentation of disability.

TO RECEIVE THE NEEDED ACCOMMODATIONS, WE SHOULD HAVE ALL OF YOUR DOCUMENTATION ON FILE PRIOR TO YOUR 1ST DAY OF CLASSES!

Please submit a copy of this information to us with your Program/Class Accommodation Request Form. All documentation will be kept strictly confidential according to MATC's policies. If you have any questions, need any assistance obtaining this information, or would like to discuss your accommodation needs, please call us at 414-297-6750. Thank you.

We are looking forward to working with you!

Sincerely,

Student Accommodation Services
FAX: (414) 297-7705
Email: accommodationservices@matc.edu
3.6.19sas/cab