



## OFFICE OF ACCESSIBILITY SERVICES

### Qualified-Professional Document Request

Greetings from the Office of Accessibility Services at Maria College,

Colleges are required to provide services and reasonable accommodations for all qualified students with a disability, as outlined by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. In order to achieve this, the Office of Accessibility Services asks for supporting documentation of a student's disability from a licensed, certified or otherwise properly-credentialed professional. The documentation should be typed on letterhead, signed, dated and should include the following:

- Information regarding diagnosis
- Description of functional limitations of disability
- Description of how the disability substantially limits one or more life activities
- Suggested reasonable accommodations to support educational success

For example, a reasonable academic accommodation for a student with a visual impairment may include text-to-speech software; a student with limited hand dexterity may need extended testing time or note-taking assistance, and someone with ADHD may require a distraction-reduced testing environment.

Documentation may be given to the student to submit to our office, scanned and emailed to [accessibilityservices@mariacollege.edu](mailto:accessibilityservices@mariacollege.edu) or faxed to 518-730-9628.

If you have any questions, please feel free to contact our office at 518-861-2539. We appreciate your help in this matter.