Appleton Campus
1825 N. Bluemound Drive, P.O. Box 2277
Appleton, WI 54912-2277
www.fvtc.edu

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 Disability 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.
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> 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.
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> * 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- Disability Services at 920-735-2569, disabilityservices@fvtc.edu, or any phone number below. The Appleton Disability Services fax number is 920-831-4392.

Sincerely,

Karen Glad (920) 735-5679
Disability Services Instructor

Jessica Lange (920) 735-5693
Disability Services Instructor

Emily Grahn (920) 735-2423
Disability Services Instructor

Carissa Fritz (920) 236-6155
Disability Services Instructor