

Disability Documentation Criteria

- A. It is the policy and practice of Northcentral Technical College to comply with Section 504 of the Rehabilitation Act as well as with the Americans with Disabilities Act. Students must provide written documentation that establishes that a disability *currently* exists and substantially limits one or more basic life activities. Disability documentation shall:
 - B. Adequately verify the nature and extent of the disability in accordance with current professional standards and techniques.
 - C. Be prepared by an appropriately licensed clinical or educational professional(s) familiar with the history and functional implications of the impairment. Reports must be on letterhead, typed, dated and signed.
 - D. Provide evidence of current impairment as well as a historical record of impairment when appropriate. This information may be gleaned from the student academic record, formal and informal assessment tools appropriate to measurement of student performance and disability, teacher and parent input. A special education director or school psychologist may either provide current psychological evaluation information or a written letter stating there was no change and state the current accommodations provided by k-12.
 - E. Clearly link the functional limitation(s) to the individual student's specific accommodation request(s). The report shall explain and document via formal and informal assessment how the requested accommodation mitigates the impact of the individual's disability on the specific task or activity (e.g., how extended time on an exam accommodates the impact of attention deficit disorder; how a learning disability interferes with note-taking skills such that a classroom note-taker is needed.) Additionally, and to the extent possible, the report should consider the impact of the disability and the need for the requested accommodation in a postsecondary educational setting.
 - F. Associate the evidence from the student's assessment to each specific accommodation need. Because accommodations are individually determined, a generic list of accommodations that may or may not be appropriate for the individual student should be avoided.
 - G. When a student has multiple disorders, sufficient information confirming the presence of each disorder is needed as well as any relevant information regarding how the disorders types may interact to warrant the requested accommodation.

Note: For any state licensed occupation, disability documentation must be less than three years old. Ex: Nursing and Criminal Justice, Questions regarding learning disability documentation can be directed to the Student Success Center at Northcentral Technical College, Wausau, WI, 715.675.3331 Ext. 1195.

LEARNING DISABILITY DOCUMENTATION CRITERIA

It is the policy and practice of Northcentral Technical College to comply with Section 504 of the Rehabilitation Act as well as with the Americans with Disabilities Act. Accommodations appropriate to the disability shall be provided to qualified individuals who provide documentation to the Student Success Center.

A learning disability is generally defined as an information processing discrepancy. The documentation that we require needs to show achievement and ability as well as cognitive functioning. We will provide accommodations only if the documentation supports the diagnosed condition.

The documentation shall:

1. Be prepared by a qualified professional (e.g. Licensed Psychologist, School Psychologist, Neuropsychologist or Learning Disability Specialist.)
2. Provide test results in intelligence and academics.
3. Include a clear diagnostic statement based on the test results.
4. The following instruments are examples of test that would be considered for use in a diagnosis of learning disability.
 - ❑ Wechsler Adult Intelligence Scale-Third Edition (WAIS-111)
 - ❑ Woodcock Johnson Psycho-Educational Battery 111, Cognitive & Achievement Sections
 - ❑ Wechsler Individual Achievement Test (WIAT)
 - ❑ Woodcock Reading Mastery Test (WRMT-R)
 - ❑ Key Math Test
 - ❑ Other tests may be deemed appropriate based on the expertise of the clinician and the presenting issues of the individual tested.

Note: For any state licensed occupation, disability documentation must be less than three years old, for example, Nursing and Criminal Justice. Questions regarding learning disability documentation can be directed to the Student Success Center at Northcentral Technical College, Wausau, WI, 715.675.3331 Ext. 1087.