



Disability Verification Letter for _____ **Date** _____
(print name of student)

Dear Health Care Provider,

This Auburn Career Center student is requesting an auxiliary aid or service, academic adjustment, and/or accommodation due to a disability. In order to consider this request, as well as ensure the provision of reasonable and appropriate aids and services, Auburn Career Center policy requires that a qualified professional provide current and comprehensive verification of the disability. In order to be considered current, the qualified professional's statement must be **within 3 years** prior to the date of the most recent request from Auburn Career Center. The professional(s) conducting the assessment and rendering the diagnosis must be qualified. For a Learning Disability, including ADHD, a qualified professional includes: Licensed School or other Psychologist, Learning Disability Specialist, Speech and Language Pathologist, or Licensed Psychiatrist. For a Medical Disability, a qualified professional includes: Physician. For a Psychiatric Disability, a qualified professional includes: Psychiatrist, Psychologist, Licensed Independent Social Worker or Professional Clinical Counselor.

The documentation must be submitted on the professional's letterhead and should include:

1. Recent reports
2. Diagnostic test results
3. Interpretations of test results
4. Evaluations and assessments of the applicant demonstrating the need for accommodations due to a disability that substantially limits one or more major life activity (The Americans With Disabilities Act and the Rehabilitation Act of 1990, as amended states, "The term 'disability' means, with respect to an individual...a physical or mental impairment that substantially limits one or more major life activities of such individual;...major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, concentrating, thinking, communicating, and working...a major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.")
5. Information regarding the history of the disability and its impact on the applicant's ability to function
6. Past accommodations granted to the applicant, if any

Additional documentation may be required depending on the specific requirements from various licensing bodies. The National Council of State Board of Nursing, The National Registry of EMT and The Ohio Department of Public Safety are three examples. These rules are available from the Office of Accessibility.

Please forward your response and any reports to: Auburn Career Center Office of Accessibility, 8140 Auburn Rd., Concord Township, OH 44077