



Student Accessibility Resources Guidelines for Providing Supporting Documentation for Learning Disabilities

Dear Sir or Madam,

The purpose of this letter is to identify specific documentation needed in order to provide services from the Student Accessibility Resources office under the Americans with Disabilities Act as amended (ADAAA) and Section 504 of the Rehabilitation Act of 1973. The diagnosis of a disability alone does not automatically qualify a student for accommodations under these laws. To establish a need for a reasonable accommodation, documentation must indicate that the disability substantially limits one or more major life activities and support requests for services, accommodations, academic adjustments, and/or auxiliary aids.

Please provide the following information to our office **on letterhead**:

Aptitude: The Weschler Adult Intelligence Scale Revised (WAIS-R), or newer, with subtest scores is the preferred instrument. The Woodcock-Johnson Psycho-Educational Battery Revised: Tests of Cognitive Ability or the Stanford-Binet Intelligence Scale: Fourth Edition is acceptable. The WISC-R is only acceptable if completed before the candidate's 16th birthday and is still within the three year time frame.

Achievement: Assessment of academic ability in the areas of reading, writing, and math is required. Suggested instruments include: Woodcock-Johnson Psycho-Educational Battery Revised: Tests of Achievement; Stanford Test of Academic Skills (TASK), or other specific achievement such as The Test of Written Language-2 (TOWL), Woodcock Reading Mastery Tests Revised, or the Stanford Diagnostic Mathematics Test. The Wide Range Achievement Test is NOT a comprehensive measure of achievement and therefore, is not suitable as a sole measure of achievement. Raw data as well as percentile results should be included.

Information Processing: Specific areas of information processing (e.g., short and long term memory; sequential memory; auditory and visual perception/processing; processing speed) must be assessed. Use of the subtests from the WAIS-R or the Woodcock Johnson Tests of Cognitive Ability is also acceptable.

Please send your recommendations for reasonable accommodations on letterhead.

Contact our office with any questions or concerns regarding this request. We thank you for your assistance and cooperation.

Sincerely,

Student Accessibility Resources
Student Union East 60
Gulf Coast State College

sar@gulfcoast.edu

(P) 850-747-3243

(F) 850-767-8034