



Documentation of Disability

The mission of the Access and Accommodations Office is to be an active partner with students, faculty and staff in creating an accessible learning environment where students with disabilities have an equal opportunity to participate in all aspects of Blackhawk Technical College programs, services, and activities. The American with Disabilities Act (ADA) of 1990 (42 USC & 12101. et seq), the ADA Amendment Act of 2008, and Section 504(e) of the Rehabilitation Act of 1973 (29 USC & 794), prohibits discrimination of persons because of their disability. Students must provide written, current documentation that supports a request for accommodations.

Guidelines for Documentation

As every person is unique. Documentation of a disability will vary depending on each individual's specific circumstances. Examples of documentation could include medical records, learning assessments, IQ testing, mental health evaluations, and school records.

Documentation should:

- Be provided by a licensed professional, qualified in the appropriate specialty area related to the disability. The name, title, and professional credentials of the evaluator must be provided in the documentation. If a letter, the report must be on official letterhead, dated, and signed by the professional.
- Include the diagnosed disability, date of diagnosis, a description of how the disability impacts the student, and an explanation of the current functional limitations of the condition.
- Be current. A suggested guideline is to use documentation from the past three years. Documentation of disabilities that are permanent, or vary little, may not need to be as recent, but chronic and/or changing disabilities may require information even more recent than three years to give an accurate picture of the disability.

Students may submit documentation of disability at any time. However, it is best to submit it at least three weeks before the semester begins to ensure enough time to develop an accommodation plan prior to the start of classes.

Documentation accepted by Blackhawk Technical College may not be acceptable to other organizations (e.g. testing agencies, licensure exams, and certification programs). Please check with the specific organizations to determine their documentation requirements.

Documentation may be emailed to disabilityinfo@blackhawk.edu If you have any questions or need assistance obtaining this information, please contact Access & Accommodations Office (608) 743.4582 or call WI Relay: 711.