

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY



Disability Support Services

Empowering the Ability in Disability

How Can We Help?

The transition to college can be especially challenging for students with a disability. We are here to make it easier. We are committed to providing academic accommodations to make education accessible to students with physical, sensory, or psychological barriers.

We provide full support services in compliance with Sec 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.* We respect the privacy and dignity of all of our students and seek to empower them with the tools they need for academic success.

Disability Support Services arranges individual academic accommodations based on medical documentation. Some of the ways we can help:

- Priority registration.
- Additional time on exams/quizzes.
- Readers and/or scribes.
- Note taking services.
- Reduced distracting environment.
- Sign language interpreters.
- Digital recorders and other assistive technology.
- Ergonomic equipment.

What we do NOT do:

- Tutoring.
- Personal aides or attendants.
- Modified classwork.
- Diagnostic testing to determine disability.
- Transportation services.

How to get Help?

Requirements for Requesting Services

1. Submit your medical documentation.
2. Schedule a one-hour appointment with the DSS office.
3. Meet with a DSS staff to discuss accommodations. May take several weeks to arrange services.

*The ADA prohibits discrimination on the basis of disability in employment, state and local government, public accommodations, commercial facilities, transportation, and telecommunications. This policy identifies the rights and responsibilities of students under the Americans with Disabilities Act and section 504, State of Washington Laws of 1994, Chapter 105 (RCW 28B.10.910 -.914). It also establishes clear guidelines for seeking and receiving academic accommodations.

Phone: (425) 739-8300
Fax: (425) 739-8275

Email: dssinfo@lwtech.edu
www.lwtech.edu/dss

Disability Support Services
LWTech Campus, W207



Documentation Guidelines

What is Appropriate Documentation of a Disability?

Attention-Deficit/Hyperactivity Disorder (ADHD)

Documentation must be:	Signed by:	Must Include:
<input type="checkbox"/> Typed AND <input type="checkbox"/> On official letterhead AND <input type="checkbox"/> Not more than three years old	<input type="checkbox"/> Psychiatrist OR <input type="checkbox"/> Medical doctor OR <input type="checkbox"/> Psychologist who specializes in the diagnosis of ADHD	<input type="checkbox"/> Clear statement of diagnosis AND <input type="checkbox"/> Summary of history and diagnosis AND <input type="checkbox"/> Current functional limitations AND Recommendations for accommodations that would assist the student in a higher education setting.

Emotional/Mental Health

Documentation must be:	Signed by:	Must Include:
<input type="checkbox"/> Typed AND <input type="checkbox"/> On official letterhead AND <input type="checkbox"/> Not more than 6 months old	<input type="checkbox"/> Certifying professional who specializes in the diagnosis of this disability	<input type="checkbox"/> Clear statement of diagnosis AND <input type="checkbox"/> Summary of history and diagnosis AND <input type="checkbox"/> Current functional limitations AND <input type="checkbox"/> Recommendations for accommodations that would assist the student in a higher education setting.

Physical/Chronic Health Disability

Documentation must be:	Signed by:	Must Include:
<input type="checkbox"/> Typed AND <input type="checkbox"/> On official letterhead	<input type="checkbox"/> Qualified professional	<input type="checkbox"/> Clear statement of diagnosis AND <input type="checkbox"/> Summary of history and diagnosis AND <input type="checkbox"/> Current functional limitations AND <input type="checkbox"/> Recommendations for accommodations that would assist the student in a higher education setting.

Auditory/Hearing

Documentation must be:	Signed by:	Must Include:
<input type="checkbox"/> Typed AND <input type="checkbox"/> On official letterhead	<input type="checkbox"/> Qualified professional	<input type="checkbox"/> Information about the extent of the hearing loss AND <input type="checkbox"/> Prescribed adaptive equipment (hearing aids, FM system, etc.) AND <input type="checkbox"/> The audiogram.

Visual Impairment

Documentation must be:	Signed by:	Must Include:
<input type="checkbox"/> Typed AND <input type="checkbox"/> On official letterhead	<input type="checkbox"/> Qualified professional	<input type="checkbox"/> Information about correctable visual acuity AND <input type="checkbox"/> Interpretation of examination results AND <input type="checkbox"/> Recommendations for accommodations that would assist the student in a higher education setting.

Learning and Other Cognitive Disabilities

Documentation must be:	Signed by:	Must Include:
<input type="checkbox"/> Typed AND <input type="checkbox"/> On official letterhead AND <input type="checkbox"/> Not older than 5 years unless conducted after the student's 17 th birthday	<input type="checkbox"/> Psychologist or other Qualified Professional	<input type="checkbox"/> Full diagnostic assessment AND <input type="checkbox"/> Clear statement of diagnosis AND <input type="checkbox"/> Current functional limitations AND <input type="checkbox"/> Recommendations for accommodations that would assist the student in a higher education setting.

Note: An IEP may not be sufficient documentation and a 504 plan is NOT accepted as appropriate documentation.