



Office of Disability Services  
3737 Southern Blvd  
Kettering, OH 45429  
937-395-8601

## **Documentation of Disability**

The Office of Disability Services at Kettering College offers services that provide equal access to the college's educational opportunities for students with disabilities. As a post-secondary institution, Kettering College follows the Association on Higher Education and Disability (AHEAD) standards for documenting disabilities.

### **Documentation Requirements:**

To be eligible for accommodations at Kettering College, students must provide documentation from a licensed certifying professional. The documentation must include the students' diagnosis, how this diagnosis impacts the student's ability to learn or perform and the recommended accommodation(s).

Certifying professionals may submit a letter in place of this form if it fulfills the required information listed. Letters must be submitted on professional letterhead, typed, signed, and dated. Submission of a clinical summary or a psychoeducational evaluation that supports the rendered diagnosis(es) is also acceptable in place, with fulfillment of required information.

If students have received accommodations in the past under 504 plan or IEP, the student may submit a copy of the document for review. The Office of Disability Services will then decide what accommodations can be used while enrolled at Kettering College.

Documentation may be hand delivered, submitted through email: [Cindyann.jaber@kc.edu](mailto:Cindyann.jaber@kc.edu) or through mail:

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**To be completed by the STUDENT**

**Date:**

**Student Name:**

**Address:**

**Phone:**

**DOB:**

**To be completed by the certifying PROFESSIONAL**

**Date:**

**Certifying Professional Name:**

**Title:**

**License Number:**

**Office/Agency Name:**

**Office/Agency Address:**

**Office/Agency Phone:**

