



Thank you for your interest in Carroll Community College. The transition into postsecondary education can be quite overwhelming, but we hope to make it as easy as possible for you.

Prior to discussing your disability and possible accommodations, we will need paperwork that verifies your eligibility (before we actually meet). *IEPs and 504 Plans alone are helpful for our planning, but may not always contain the essential diagnostic/evaluation components necessary for us to determine reasonable accommodations. Appropriate supporting documentation should include:

- A clear statement that identifies your disability or medical condition
- Evidence of how the disability impacts you and your ability to learn
- Recommendations for reasonable accommodations (appropriate to a postsecondary setting)
- Evaluations must be administered by a professional in the relevant field (i.e. school psychologist, neuropsychologist, learning disability specialist, etc.)
- All information should be current - within the past three years (unless disability is of a permanent, unchanging nature). If the documentation isn't current, please call to discuss possible options.

IF available, please submit:

- Copy of the most current psychological and/or psychoeducational evaluation (preferred)
- Copy of the latest IEP or 504 Plan
- Copy of latest Multidisciplinary Evaluation Review
- Copy of any academic skills measurements (such as the Woodcock Johnson Review III)
- Copy of the Exit/Transition document
- Copy of latest transcript

The information should be provided intact. Please do not delete or remove any information.

The high school usually gives your parent(s) a copy of all of the above requested information. If you can't locate your copies, the high school should be able to assist you. You will need to contact your high school's Special Education or the 504 office.

Please be assured that all information is kept confidential. Documentation should be submitted to the ADA Office before we actually meet (and at least 3 weeks prior to the start of a new semester). Once you have sent this information, please call or e-mail the ADA Office to set up a meeting. During our initial meeting we will discuss the disability, its impact, your educational goals and interests, and anything else that you may feel is important. We will jointly decide on accommodations that are both necessary and appropriate, and discuss various ways to promote your success in the college environment. Please visit our website at www.carrollcc.edu/disability for more information on services.

If there's a concern that we did not cover in this letter, please feel free to contact us immediately. We look forward to seeing you soon!

Sincerely,
Joe Tatela, Director
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