



GENERAL MEDICAL DOCUMENTATION GUIDELINES

Students who are requesting support services from the Office of ADA Support Services at Carroll Community College are required to submit documentation to verify eligibility under Section 504 of the Federal Vocational Rehabilitation Act of 1973 and ADA of 1990. The following guidelines are provided in the interest of ensuring that the documentation is complete and appropriate for the provision of reasonable postsecondary accommodations:

Documentation should include the following information:

- The information should be submitted on the evaluator's office letterhead paper.
- A clear statement that identifies the disability or medical condition and its overall impact (including the severity and duration of symptoms, if applicable).
- The names, titles, addresses, and phone numbers of the evaluator(s), the evaluator's credentials, as well as date(s) of any testing/evaluations
- The areas of educational impact and the severity of the condition on a major life skill(s), if applicable.
- Additional observations or recommendations which could assist us in adequately serving the student and determining appropriate accommodations for the postsecondary learning environment.
- Documentation should be current (within the past 3-5 years, unless disability is of a permanent/unchanging nature).

The aforementioned guidelines are provided so that the Office of ADA Support Services can reason appropriately to the needs of the student. The Office of ADA Support Services reserves the right to determine eligibility for services based on the quality of the submitted documentation. All submitted documentation remains confidential.

Please submit documentation and/or inquiries through the link below (current students only) https://carrollcc-accommodate.symplicity.com/public_accommodation or to

ADA Support Services
Carroll Community College
1601 Washington Road, Suite A101
Westminster, MD 21157
Voice: 410.386.8329 or 410.386.8327; MD RELAY – 1800.735.2258
Fax: 410.386.8428
E-mail: Disabilitysupport@carrollcc.edu
jtatela@carrollcc.edu or kmeyers@carrollcc.edu

[studentsupport/docguidelines](#)