ACCESS DOES NOT MEAN AUTOMATIC
SUCCESS...Northeast Lakeview College
ensures ACCESS. YOU create SUCCESS!

Important things that you can do to help:

• Request accommodation letters at the beginning of EACH semester after you are registered. Once the letters are ready, pick them up and deliver them to your instructors.
• Work with your instructor(s) to decide on the details of your testing location.
• If you know that you have attention problems, do not sign up for long classes.
• If you are weak in basic math skills, do not take math classes that only meet once a week.
• If you know that you have problems interacting with others, do not take classes that require a lot of group participation.
• Classroom behavior is your responsibility. You are expected to follow the Student Code of Conduct.
• If you have trouble reading, do not take several heavy reading classes at the same time.
• Follow recommended health maintenance routines.

We want you to be the best you can be!

Helpful Links:

Testing Information & Practice - ACCUPLACER™
www.alamo.edu/nlc/t_accurlacer.htm

Educational Testing Service—Disability Accommodations www.ets.org

Association on Higher Education & Disability(AHEAD)
www.ahead.org/resources/bestpracticesdoc.htm

Professional Licensing & Certification Division
www.dshs.state.tx.us/plc/default.shtm

Disabilities, Opportunities, Internetworking & Technology www.washington.edu/doit

The Alamo Colleges do not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs, or services. For any special accommodation issues or an alternate format, contact Northeast Lakeview College Student Services Department at 486-5487.
THE PROCESS

1. Complete Disability Services Intake Form
2. Obtain/Gather Current Documentation
3. Set an Appointment with the Disability Services Office

DOCUMENTATION MUST:

State the Specific Disability
- Diagnosis (DSM IV-TR/ICD-9 Code, if appropriate)

Be Current
- Usually within the last 5 years (see next section)

Provide relevant educational, developmental & medical history

Describe the comprehensive testing & techniques
- Including evaluation date(s) and test results with subtest scores from measures of cognitive ability, academic achievement, and information processing

Describe functional limitations
- As related to the disability in an educational setting

Describe the specific accommodations requested and why

Establish the professional credentials of the evaluator
- Including license, license #, area of specialization, etc.
- The letter should be written on official letterhead & signed

WHAT DOES “CURRENT” MEAN?

Learning Disabilities
- Current = 5 years or less
- Testing should be comprehensive and address (but is not limited to) the following domains:
  - Overall Ability/IQ
  - Academic Achievement
  - Information Processing

ADHD & Other Health Impairments
- Current = 2 years or less
- These are health conditions and typically require diagnosis and treatment through your physician
- Disability Services has a form you can use to aid in documentation

Psychiatric/Psychological
- Current = 6 months or less
- Current diagnosis, status, and educational limitations should be documented by your treating physician or psychological professional
- Documentation should include current medications
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Disability Support Services

STCM 222H
Tel: (210) 486-5487
Fax: (210) 486-9199
Email: fhallford@alamo.edu

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Website: www.alamo.edu/nlc/