



ACCESS CENTER DOCUMENTATION REQUIREMENTS

PLEASE OBTAIN THE FOLLOWING RELEVANT DOCUMENTATION FROM AN APPROPRIATE MEDICAL PROVIDER/PROFESSIONAL. The medical provider/professional you choose must have the appropriate credentials to diagnose and treat your specific condition or disability. Your school psychologist may have the documentation you need, so check with "Psychological Services" or the Board of Education office in your county.

A. If you have an Attention Deficit Disorder, Psychological/Psychiatric Impairment, or Medical/Health/Physical Disability, please send us **one** of the documentation options below:

Diagnostic Narrative in letter format, typed on letterhead, with an original signature. This letter must be diagnostic, prescriptive in nature and show a logical relationship between the disability and any recommended accommodations. We **will not** accept a Diagnostic Narrative for the verification of a specific learning disability. The narrative should include:

- a specific diagnosis and, if your professional provided the diagnosis, the methods used to diagnose the disability
- a discussion of how specific symptoms of the disability may impact class participation*
- a logical relationship between the disability and any recommended accommodations

Diagnostic Test Report typed on letterhead, with an original signature. The report should include:

- a list of all tests administered with all test scores and interpretations
- the identification of global intelligence (IQ)
- assessments of achievement and information processing
- a diagnostic summary
- a discussion of how specific symptoms of the disability may impact class participation*
- a logical relationship between the disability and any recommended accommodations

B. If you have a Learning Disability, we will **only** accept the following documentation option:

Diagnostic Test Report typed on letterhead, with an original signature. The report should include:

- a list of all tests administered with all test scores and interpretations
- the identification of global intelligence (IQ)
- assessments of achievement and information processing
- a diagnostic summary
- a discussion of how specific symptoms of the disability may impact class participation*
- a logical relationship between the disability and any recommended accommodations

C. Please also send us your latest **IEP or school plan**, if you have one. Your IEP/school plan will not be used to determine college-level accommodations, but may help us understand the accommodations with which you are most familiar.

D. Send all documentation to **Access Center** by one of the following ways:

Email: access.center@volstate.edu

Confidential Fax: 615/230-4808

Mail: 1480 Nashville Pike, Ramer Building/Room 143, Gallatin, TN 37066