

Guidelines for Providers Submitting Documentation

We welcome all forms of relevant documentation or information when working with a student to determine an appropriate accommodation plan. More information is available on our website: www.cccneb.edu/disability-services

Students

You can share this document with your provider as guidance for writing a statement or summary of your disability and need for accommodations.

Examples of qualified providers include, but are not limited to:

- physicians
- educational psychologists
- therapists
- mobility specialists
- rehabilitation counselors

Providers

A **statement** or **summary** that includes the following information can help our office in determining an accommodation plan:

- **The current disability, diagnosis, and the history of diagnosis**, including relevant information about how the diagnosis was determined.
- **Length of Treatment and Anticipated prognosis**, if applicable.
- **Specific symptoms** including frequency and severity.
- **The current treatment plan** if relevant to accommodation planning.
- **Functional Limitations/The extent of impact of the disability** on major life activities such as communicating, reading, writing, learning, working, walking, eating, breathing, etc.
- **Any recommendations** or strategies that would mitigate the impact of the disability, including any relevant history of accommodations used in the past.

Instructions for Submission

- **Return to student** to provide to our office or to submit electronically through our portal.
- **Fax to:**
 - Columbus/Ord area: 402-562-1240
 - Grand Island/Kearney/Lexington area: 308-398-7423
 - Hastings/Holdrege area: 402-461-2423.