



Bellingham Technical College Disability Support Services Documentation Guidelines

Documentation of your disability is a document written by your diagnostician **within the last three (3) years** that clearly establishes:

- The methods or tests used to diagnose your disability (examples: WAIS-R, MRI, Audiogram, W.J. Cognitive, etc.)
- Status of the diagnosis (temporary, permanent, remission, etc.) and its duration, if applicable
- The date of the diagnosis
- Previous history of the diagnosis
- Cognitive or physical effects of prescribed medication or therapies

Your diagnostician is the licensed physical and/or licensed mental health care provider who determined your diagnosis. He/she must have the expertise, certification and credentials to practice and diagnose the type of disability with which you have been diagnosed. Documentation cannot be accepted from a diagnostician who is a family member. Documentation must be on official letterhead from the diagnostician.

IMPORTANT: Documentation must be accompanied by a signed Release of Information Form or your documentation cannot be accepted.

Your documentation will be reviewed by BTC Disability Support Services before accommodations can be given to ensure it meets the following criteria:

- The documentation establishes a clear and definitive diagnosis
- The diagnosis and tests used are current and relevant to college activities
- The diagnosis meets the definition of “disability” according to State and Federal Laws
- There is a direct correlation between your disability and the accommodation(s) you are requesting

PLEASE READ: If accommodations are to be requested, please be sure to send your documentation to BTC Disability Support Services at least six weeks prior to your Accuplacer test and/or before starting a program or taking a class at BTC.

** If prescribed medications or therapies may adversely affect cognitive or physical performance during college activities, it is in your best interest to disclose this to Disability Support Services.

For the purpose of determining eligibility for legal accommodations, BTC Disability Support Services reserves the right to contact your diagnostician to discuss your diagnosis to coordinate college-related services that will be most effective for you.

Current Individualized Educational Plans (IEPs) may be accepted in lieu of the above-stated documentation providing it contains an assessment by a registered, licensed school psychologist that has been conducted within the last three (3) years.

If you would like to drop off your documentation in person, you are welcome to make an appointment with the DSS Counselor or DSS Program Office Coordinator in person, or by calling 360-752-8450. If you prefer, you may fax your documentation with a signed *Documentation and Release of Information Form* to 360-752-7250, or send via USPS to:

Bellingham Technical College
ATTN: Disability Support Services
3028 Lindbergh Avenue
Bellingham, WA 98225

An initial intake assessment will need to be done in person to discuss your request for accommodations. Please call 360-752-8450 to make an appointment or stop by in person at the location listed below.

CONTACT US:

BELLINGHAM TECHNICAL COLLEGE
Counseling and Career Services
College Services Building, Room 106
3028 Lindgergh Avenue
Bellingham, WA 98225
360-752-8450
dss@btc.ctc.edu

Susan Kerrick-Degnan, DSS Counselor
360-752-8367
skdegnan@btc.ctc.edu

Mary Gerard, DSS Program Office Coordinator
360-752-8576
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