

**Nunez Community College Disability Services Office  
DOCUMENTATION REQUEST FORM  
PSYCHOLOGICAL DISABILITY**

**\*\*\*\*This form must contain ALL of the REQUESTED INFORMATION and be TYPED or PRINTED in order to apply for accommodations through Disability Services Office.\*\*\*\***

Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Student ID#: \_\_\_\_\_

This student is requesting an auxiliary aid or service, academic adjustment, and/or other accommodations from the Disability Services Office. In order to consider this request, as well as to ensure the provision of reasonable and appropriate auxiliary aids and services, Nunez Policy requires that a **Qualified Professional** provide current and comprehensive documentation. A qualified professional is a licensed mental health professional *who is not a family member of the student*. **IN ORDER TO BE CONSIDERED CURRENT, THE QUALIFIED PROFESSIONAL'S STATEMENT MUST BE WITHIN 6 MONTHS PRIOR TO THE DATE OF THE MOST RECENT REQUEST FROM DISABILITY SERVICES.**

The documentation provided must include information that indicates a diagnosis of a psychological disability (must make a DSM-IV TR diagnosis), describes the functional limitations in an educational setting, indicates the severity and longevity of the psychological disability for the purpose of determining academic adjustment(s) or other accommodation(s), and lists current medication and any current side-effects which may impact academic performance.

To facilitate the gathering of such critical information, please respond to the following and return to Nunez Community College's Disability Services Office.

1. Diagnosis: \_\_\_\_\_

2. Date of Diagnosis: \_\_\_\_\_

3. Date of Last Contact with Student: \_\_\_\_\_

4. Provide a **summary** of the student's educational, medical, and family history that relates to the psychological disability (difficulties must be related to the diagnosed disability and are not the result of other conditions, cultural differences, or insufficient instruction):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Describe the student's **functional limitations** in an educational setting: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. List **current medication** along with any **current side effects** that may impact academic performance:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please indicate the **RECOMMENDATIONS** you have regarding necessary and appropriate auxiliary aids or services, academic adjustments, or other accommodations to equalize the student's educational opportunities at NCC as justified based of the functional limitations indicated above.

Please check all that apply:  extended time (1.5x)       distraction-reduced environment  
 class notes       consideration for absences       no scantron  
 reader       scribe       other (describe below)  
\_\_\_\_\_  
\_\_\_\_\_

Qualified Professional's Signature: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: Our policy regarding documentation prohibits the dissemination of documentation to you or anyone requesting it once it is received. Therefore, once this form is submitted, we will be unable to disseminate copies to anyone.

Nunez Community College Disability Services Office  
3710 Paris Road ▪ Chalmette, LA 70043  
Phone: 504-278-6422 ▪ Fax: 504-278-6487

Effective July 2012