



Milwaukee Area Technical College
Student Accommodation Services
700 W. State Street
Milwaukee, WI 53233
(414) 297-6750

DOCUMENTATION OF DISABILITY INFORMATION

To any MATC student with a disability requesting accommodations:

Thank you for contacting the Student Accommodation Services at MATC. In order to document the disability of the student and the accommodations necessary, we will need the following information from a licensed professional, (specifically a doctor, psychologist, or psychiatrist):

1. Diagnosis of your disability (If the disability is non-physical, we will need the DSM Classification.)
2. The impact of your disability on your ability to learn and participate in classroom activities.
3. Strategies the teacher will need to implement in order to facilitate learning in the classroom and the accommodations needed.
4. Prognosis for the disability and duration.

TO RECEIVE THE NEEDED ACCOMMODATIONS, WE SHOULD HAVE ALL OF YOUR DOCUMENTATION ON FILE PRIOR TO THE BEGINNING OF YOUR 1ST DAY OF CLASSES!

Information that is written on prescription blanks is not acceptable. **Letters must be written on letterhead.** The most recent psychological (with all scores), psychiatric, and/or medical evaluations, plus the most recent I.E.P., are examples of acceptable forms of documentation which will then be reviewed to see if they meet the above criteria.

Please bring or mail a copy of this information to me with your Accommodation Request Form so we can meet to discuss your educational needs. All documentation will be kept strictly confidential according to MATC's policies. If you have any questions or need any assistance obtaining this information, please call me at (414) 297-6750. Thank you.

We are looking forward to working with you!

Sincerely,

Catherine Bohte

Catherine Bohte, Coordinator/Instructor
The Learning Center FAX: (414) 297-7705
Student Accommodation Services
12.1.12SAS/cab