REGISTERING WITH THE OFFICE OF ACCESSIBILITY RESOURCES

Eligibility:
Students with diagnosed disabilities must provide the Office of Accessibility Resources (OAR) with significant and substantial documentation of their disability prior to arrangement of services. At Shippensburg University, an Accommodation Request form, found in the student confirmation packet, must also be completed by the student and submitted.

Documentation Requirements:
Documentation provided by or on behalf of the student – in the form of an evaluation report, diagnostic summary, letter, etc. – should be typed on professional letterhead and signed by the appropriately credentialed professional. The diagnostic documentation required for services varies according to the type and severity of the disability.

- **Report** – Generally speaking, a psychological evaluation report from a private psychologist OR a re-evaluation report from a school psychologist is required to confirm the presence of a learning disability, traumatic brain injury, emotional impairment, other health impairment, and/or Autism Spectrum.

  Documentation from any other treating professional, including medical doctors/physicians, therapists, counselors, and medical specialists, may be sufficient in the form of a letter.

- **Letter** – A letter that is typed on professional letterhead and signed by the professional with credentials listed behind the signature, must contain all of the following:

  1. Current diagnosis / diagnostic profile;
  2. History of the presenting condition or disability;
  3. Current treatment regimen, including medication as applicable;
  4. Impact of the disability on the individual student in a learning environment;
  5. Recommended accommodations as indicated by the evaluating / treating professional for the student in a post-secondary academic setting

  If there is a particular emergency protocol, this **MUST** be outlined in a separate, typed and signed document.

All documentation can be submitted to the attention of the Office of Accessibility Resources via the following:

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<th>Mail:</th>
<th>email:</th>
<th>Fax:</th>
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| Office of Accessibility Resources  
Mowrey Hall 252  
Shippensburg, PA 17257 | oar@ship.edu | (717) 477-4094     |

Upon receipt of documentation, OAR will contact the student **via Ship email** with next steps.