



Application for Accommodations
Academic and Career Services
ADA Services
Confidential

Basic Contact Information

Name _____ ID# _____

Phone (preferred #) _____

Email _____

Educational Information

Current HLGU Student? ☐ Yes ☐ No

If no, plans to start ☐ Fall ☐ Spring ☐ Summer Year _____

Major _____

Previous college(s) _____

Were you eligible for accommodations at previous college(s)? ☐ Yes ☐ No

Disability Information

Diagnosis(es) _____

Briefly describe the difficulties you may have, or are having at HLGU that are related to your diagnosis(es) _____

Requested accommodations _____

Next Step

Return appropriate document to academicservices@hlg.edu. See back of application for details.



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Documentation of disability

Documentation is needed in order to verify that a disability is present. It is also used to clarify how the disability will impact the student in college courses so that suitable accommodations can be identified.

Guidelines for documentation

- Statement of diagnosis that identifies the disability
- Description of diagnostic methods used, such as criteria, evaluations, or testing information
- Documentation must be on official letterhead or cite the credentials of the medical, psychiatric, or psychological professional qualified in the particular area of disability
- If relevant, current medications and possible effects on physical, cognitive or other abilities
- If relevant, a description of current or past accommodations or assistive aids, along with their effectiveness in reducing functional limitation

Additional notes on documentation

- Documentation should be relatively recent to indicate current condition and limitations.
- Individual Education Plans (IEPs) and 504 Plans from high school can provide helpful information but may not be sufficient documentation. Formal evaluations conducted during high school usually include the above requested information and typically do meet requirements.
- All documentation remains private and separate from student academic records.
- The Academic and Career Services office is not limited to the recommendations found in the documentation, but will use the documentation as well as student meetings to determine reasonable accommodations.