



**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 \_\_\_\_\_

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

\*Do you want to be referred to Vocational Rehabilitation for potential resources? ☐ Yes ☐ No

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Next Step**

Return appropriate document to [academicservices@hlg.edu](mailto: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.

\*Most information about Vocational Rehabilitation can be found at <https://dese.mo.gov/adult-learning-rehabilitation-services/vocational-rehabilitation>. Students with any visible or invisible disabilities may be eligible for services. Services often include money for college.