



MOUNT MARTY

UNIVERSITY

DISABILITY SERVICES

Disability Services Documentation Criteria

Dear Health Professional,

A patient in your care is requesting testing accommodations as a student at Mount Marty University. Documentation is required in order for this student to qualify for Disability Services.

We ask that the provided documentation include:

- A statement identifying the disability
- Date of the most current diagnostic evaluation
- Date of the original diagnosis
- A description of the diagnostic tests, methods, and/or criteria used including specific test results (including standardized testing scores), and the examiner's narrative interpretation
- Describe the functional limitations resulting from the disability or disabilities.
- Describe past accommodations or methods used before the requested accommodation(s) and why those accommodations or methods are no longer effective.
- Describe the specific accommodations requested (Some examples: alternative test format, audio books, extended testing time, distraction-free environment, note taker, assistive technology, and enlarged text).
- Adequately support each of the requested accommodation(s).
- Be typed or printed on official letterhead and be signed by a qualified professional

Please return documentation to:

Keley Smith-Keller
Director of Disability Services
1105 W. 8th St.
Yankton, SD 57078

Thank you,

Keley Smith-Keller, Ed.D., LPC - South Dakota |

Director - Counseling Services, Disability Services & adjunct faculty

Roncalli 216

Mount Marty University | 1105 W. 8th Street, Yankton, SD 57078

W: 605-668-1322 | www.mountmarty.edu