

Disabilities Support Services

Learning Center - Room 208
406-874-6152 – dss@milescc.edu



The staff at Disabilities Support Services (DSS) is committed to facilitating Miles Community College's goal of making its programs, services, and activities accessible to students with disabilities.

Although a student's academic and accommodation histories are important, there are other factors which are considered in determining what, if any, accommodations are currently appropriate. The receipt of services in a previous setting does not automatically indicate that identical services will be provided here. After a documentation review, DSS staff collaborates with each student to determine appropriate accommodations.

Each student needs to submit a completed **STUDENT INTAKE** form and **REQUEST FOR DOCUMENTATION REVIEW AND CONFIDENTIALITY POLICY** form to the DSS office along with the appropriate documentation.

General Documentation Guidelines

Please use the following guidelines as you collect documentation:

- The clinician is qualified to make the diagnosis in the area of specialization. (It is not considered appropriate for professionals to evaluate members of their own families.)
- The evaluation is current—please note that what counts as current is variable depending on the nature of the disability. Time frames will be considered on a case-by-case basis.
- The clinician clearly indicates a diagnosed disability as defined under the ADA.
- Documentation clearly supports the disability with relevant medical and other history.
- There is a description of the **functional limitations resulting from the disability** which specifically addresses a postsecondary educational setting. However, the need for documentation to specifically address a postsecondary setting will be reviewed on a case-by-case basis.
- The documentation clearly supports the direct link to and need for the requested accommodations.

Here are the questions that need to be addressed either through the documentation or by an appropriately credentialed healthcare provider directly:

1. Diagnosis:
2. How does the student's disability substantially limit his/her ability to function in an academic environment (i.e., mobility, classroom activities, test taking, etc.)?
3. What accommodations are recommended in order for the student to access curriculum and programs at Miles Community College?

Please do not respond to the above three questions on this form. Please have the appropriately credentialed healthcare provider respond on letterhead. Contact our office using the information below if you have questions!

Please send documentation information to:

Learning Center: Disabilities Support Services
Miles Community College
2715 Dickinson Street
Miles City, MT 59301

dss@milescc.edu
Voice 406-874-6152
Fax 406-874-6300