Dear Health Care Provider,

Dalton State College coordinates services for students with disabilities as mandated by federal law through the Disability Access office. To receive services, students voluntarily register with the Disability Access office. In order for a student to be considered for eligibility, the disability must result in substantial limitations to one or more major life activities. It is the student’s responsibility to provide detailed documentation.

We request that you please furnish as much of the following information as you may have available and as quickly as possible. Only documentation signed by a professional licensed to diagnose the particular disability can be accepted.

Thank you for helping us to enhance this student’s opportunity for academic success. Please do not hesitate to contact me at 706/272-2524 (office) or at aroberson@daltonstate.edu if you need additional information or have questions. Please feel free to fax all information to me at 706/272-2570.

Sincerely,

Andrea Roberson, M.P.A.
Associate Director of Disability Access and Student Support Services
Dalton State College

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Instructions

In order to be considered eligible for academic accommodations based on ADD/ADHD, through the Disability Access office of Dalton State College, the following documentation must be provided.

This packet consists of eight (5) documents:

1. Two (2) Symptoms Scale Self Reports: One (1) childhood and one (1) current. These must be completed by you (the student).

2. Two (2) Symptoms Scale Informant Reports: One (1) childhood and one (1) current. These must be completed by someone that knew you as a child and knows you now (i.e. parent, grandparent, sibling, or family friend).

   **Please complete symptom scales as if the student was OFF MEDICATION**

3. Questionnaire: The questionnaire needs to be completed by your doctor. PLEASE GIVE THE DOCTOR ALL OF THE SYMPTOMS SCALES SO THAT HE CAN USE THEM TO ASSIST IN ANSWERING THE QUESTIONS ON THIS DOCUMENT.

All of the completed documents should then be returned to me via fax 706/272-2570, in person, or by email at aroberson@daltonstate.edu (*Caution* Email is not a secure method of providing confidential information) for eligibility to be determined.