

# **BOSTON REED COLLEGE**

## **Policy and Procedure**

### **PARTICIPANT REQUEST FOR ACCOMMODATION**

#### **Policy**

Boston Reed provides reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act (ADA, 1990) for individuals with documented disabilities who request and demonstrate the need for accommodation. ADA regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities. Boston Reed requires documentation to validate that the individual is covered under the ADA as a disabled individual and to allow accommodations to be specifically matched with the identified functional limitation, in order to provide equal access to test functions for all examinees.

Participants with an identified disability per the ADA guidelines must send to Boston Reed a written request for a testing accommodation, including all appropriate supporting documentation, at least 4 weeks before the anticipated test date.

#### **Procedure**

Requirements for written request:

- 1) Must be specific about the type of accommodation requested
- 2) Must be submitted by the participant, signed, and dated
- 3) Requested test date should be included

Requirements for the appropriate supporting documentation:

- 1) Must be typed or printed in English, legible, and current (less than 3yrs)
- 2) Must include names, credentials, and contact information of evaluators
- 3) Must include specific, professionally recognized diagnosis for ht particular category of the disability
- 4) Must include specific diagnostic criteria and specific tests used, with test dates and detailed interpretations of results
- 5) Must include detail about the individual's limitations due to the diagnosed disability
- 6) Must include evidence of the participant's functional impairment in other parts of his/her life (outside of test taking)
- 7) Must include additional documentation from childhood if requesting an accommodation for LD, ADHD, or Dyslexia

Send the request and appropriate supporting documentation (copies only, please) by mail or fax to:

**Boston Reed College**  
**Attn. Dana Bernard, President**  
**2799 Napa Valley Corporate Dr**  
**Napa, CA 94558**  
**Fax 707-307-5017**

**Please do not submit:** Document originals, resumes, handwritten letters, letters from non-credentialed evaluators, bound materials, or articles about disabilities.