



## How to Apply for Reasonable Accommodations

In order to receive accommodations please provide the following:

### 1. Complete the required forms:

- Application for Reasonable Accommodations
- My Learning Profile Worksheet
- Permission to Release and Exchange Information Form
- Physical and Psychiatric Verification Form (if needed)

2. Provide [current documentation](#) signed by a licensed professional. Typically evaluations must be completed within the last three years prior to admittance to NCC. Please provide one of the following:

#### For recent high school graduates:

A copy of your **most recent IEP or 504 Plan AND your last 3-year evaluation** (neuropsychological testing) completed while you were in high school. You/your parents may have copies of these. If not, request the IEP **AND** last 3-year evaluation from your high school.

#### For those who never had IEP or 504 in high school:

A copy of neuropsychological testing verifying that you qualify for a Reasonable Accommodation Plan in college, for students who have been out of high school for over three (3) plus years, adults who suspect they have a learning disability and/or the evaluation was completed more than 5 years ago, you will need to have an evaluation completed by a qualified professional.

#### For those with physical or psychiatric conditions:

A copy of The Physical and Psychiatric Verification Form must be completed by your physician (if you have a medical/physical condition) or your counselor/psychiatrist (if you have a mental health condition).

3. **Submit all required forms and documentation together in one packet by MAIL, FAX, OR E-MAIL to:**

Jodi Leah Quinn, M. Ed., Disabilities Support Coordinator  
Nashua Community College  
505 Amherst Street  
Nashua, NH 03063

E-MAIL: [jquinn@ccsnh.edu](mailto:jquinn@ccsnh.edu)  
FAX: (603) 882-8690

You can also DROP IT OFF at NCC's Learning Commons, Room 100.

4. **Once you have submitted the complete packet with all required forms and documentation, you can schedule an appointment with the Disabilities Support Coordinator to create/finalize your Reasonable Accommodation Plan. The application process can take approximately 2-4 weeks.**

Call (603) 578-8930 and our Support Staff will assist you in scheduling an appointment.

**\*\*NOTE: Your plan is NOT final until you have met the Disabilities Coordinator to finalize and sign your plan, so you will have copies to give to your instructors at the start of the term\*\***



# Application for a Reasonable Accommodation Plan

## General Information

Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Student ID# \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Initial: \_\_\_\_\_

Mailing Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

*\*Please put a star next to the phone number we should use first to contact you ☺*

May we leave a message with our information on your voicemail?    Yes    No

School e-mail: \_\_\_\_\_ Other e-mail: \_\_\_\_\_

*\*Once you have applied to NCC and received a school email all email will be sent to your school email address.*

What program are you in/applying for? \_\_\_\_\_

**My diagnosis/disability:** 1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

Assistive technology you use (ie. Wheelchair, FM transmitter, etc) or outside agency you work with (Voc Rehab, etc.) \_\_\_\_\_

**Check all that apply:**    \_\_\_ I am a current NCC student

I have:    \_\_\_ Applied to NCC    \_\_\_ Taken the Accuplacer test    \_\_\_ Registered for classes

Questions/Concerns: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_