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
   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**

Updated 10-22-15
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:__________________________________________________________

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