Dear Health Professional,

A patient in your care is requesting testing accommodations as a student at Presentation College. According to Education Testing Services (ETS), disabilities accommodation documentation on file for the applicant must:

- **Clearly state the patient’s name & diagnosed disability or disabilities.**
- **Describe the functional limitations** resulting from the disability or disabilities.
- **Be current** — i.e., completed within the last 5 years for LD, last 6 months for psychiatric disabilities, or last 3 years for ADHD and all other disabilities (**Note:** this requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature).
- **Include complete educational, developmental and medical history** relevant to the disability for which testing accommodations are being requested.
- **Include a list of all test instruments** used in the evaluation report and relevant subtest scores used to document the stated disability (this requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature).
- **Describe the specific accommodations requested** (Some examples include: alternative test format, audio books, extended testing time, distraction-reduced environment, note taker, assistive technology, and enlarged text).
- **Adequately support each of the requested testing accommodation(s)**
- **Be typed or printed on official letterhead** and **be signed** by an evaluator qualified to make the diagnosis (include information about license or certification and area of specialization).

Please return documentation or direct any questions to:

Deb Schuelke, Career & Learning Center Director  
Presentation College  
Office of Disability Services  
1500 North Main Street  
Aberdeen, SD 57401  
Phone: (605) 229-8580  
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