



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

To: \_\_\_\_\_

From: PTCC Accessibility &  
Accommodations Office

Re: Release of Documentation

An authorization for release on information has been sent to you in an attempt to retrieve the documentation of a student attending Pine Technical and Community College. Disability Services staff will review the documentation to determine whether the student will be eligible for services and/or accommodations.

It is crucial that the documentation be specific and address the following to determine which services the student will be eligible to receive:

1. Identification of the **nature, severity, and current status** of the disability.
2. How the disability affects the student in a post-secondary setting.
3. Information regarding **medication** that the individual is using and the treatment that he/she is undergoing. This should also include the impact on the individual's ability to function in an academic setting.
4. The documentation needs to be dated and signed by a qualified professional and it should be **no older than three years**.
5. **Suggestions and recommendations** regarding possible accommodations in a post-secondary setting.

Thank you for your willingness to ensure that students receive appropriate accommodations based on their documentation of a disability. If you require a fee for the documentation, you must contact me **prior** to mailing the documentation. If you have any questions or concerns, please contact me at (320) 629-5174.

Robin Johnson  
Pine Technical and Community College

Enclosure