



444 Western Boulevard  
Jacksonville, North Carolina 28546-6816  
Phone (910) 455-1221

Dear Health Care Provider,

One of your patients is requesting accommodations at Coastal Carolina Community College due to a diagnosed disability that they report is interfering with their educational experience. Our Disability Service staff will review the medical information you provide and make a recommendation for the student to equally participate in all programs and services at the College ensuring compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 2000 and The Americans with Disabilities Act Amendment of 2008.

Often as a part of our process for a student to be considered eligible to receive an accommodation, current documentation is submitted to our office to show how a disability limits one or more of the student's major life activities. Documentation must come from a qualified medical provider/professional in the form of a formal letter (on letterhead) with contact information and the professional's signature. Current and comprehensive information is needed to determine the current impact, appropriate services, and reasonable accommodations. The following information allows us to assist in accommodation development:

- Patient/student diagnosis; please note assessment tools and results.
- Summary of patient/student symptoms noting frequency and severity.
- Diagnosis' impact of patient/student's disability in an educational setting or fundamental limitations.
- Your professional recommendation for academic accommodations and support that may be helpful for the patient/student.

Documentation may be sent with the patient/student, emailed to the Disability Support Services Office at [outlawd@coastalcarolina.edu](mailto:outlawd@coastalcarolina.edu), or uploaded online using the following link: <https://amacsam.quickbase.com/db/bq5fqdycg?a=nwr&ifv=1>. An electronic ADA Verification Form is available on the Disability Support Services page of the Coastal Carolina Community College website. The information you provide will be kept confidential in accordance with the Family Educational Rights and Privacy Act (FERPA) and may be released to the patient/student upon their written request. Once the documentation is received, the patient/student will need to make an appointment with our office to request the classroom/testing accommodation(s). Thank you for supporting the patient/student in this process.

Sincerely,

Diamond Outlaw, M.Ed Coordinator for Disability Support Services  
Coastal Carolina Community College  
444 Western Boulevard, Jacksonville, NC 28546  
Phone- 910-938-6331

**An Equal Opportunity Employer**