# Verifying Accommodations Process and Sample Letter

*Current and former students may request verification of the accommodations they utilized while enrolled at your institution to obtain accommodations in post-baccalaureate programs, on graduate school exams (e.g., GRE, GMAT, LSAT, MCAT), and on professional licensing board exams (e.g., NCLEX, Bar, USMLE, FINRA). While the process for requesting accommodations may seem straightforward, the documentation requirements for high-stakes exams may have stringent timelines and requirements. Some test agencies take up to six weeks to make an eligibility determination. We offer suggestions for how you can assist students with this process.*

Consider publishing information about accommodation verification/record requests on your webpage. Include information about your record retention policy, release of information protocols, and procedures for making a request. Many test agencies require “current” documentation, so it will be helpful to advise students accordingly, especially if they will need updated documentation. Set expectations about accommodation eligibility by other entities. Advise students that proof of past accommodations does not entitle them to the same or any accommodations by another institution or agency.

Some students may worry that accommodated exams are flagged in such a way to alert the entity receiving the scores that their exam was taken in an accommodated manner. While true at one time, this is no longer the case. The ADA has made clear: “Flagging policies that impede individuals with disabilities from fairly competing for and pursuing educational and employment opportunities are prohibited by the ADA.” (Ada Technical Assistance Document: Testing Accommodations, 2014)

Documenting a student’s accommodation history may require a detailed review of their file. This is particularly true for test agencies (e.g., ETS) that require the completion of a certification form. These forms may ask you to verify a student’s currently approved accommodations, approval date range, and whether the available records include the following elements:

* Currency: meets test agency guidelines (e.g., diagnosis within 1 year, 5 years, etc.)
* Historical elements: includes relevant developmental, educational, and medical history
* Test instruments: includes adult-normed instruments and score reports
* Accommodation rationale: includes support for the requested accommodations
* Qualified professional: includes evaluator’s name and credentials

If you are asked to provide a verification letter, we suggest adapting the following format as appropriate to the student’s enrollment status:

*To:* *Accommodations Review Team*

*Date:*

*Re:*  *Disability Verification for [Student, ID#]*

*This notice pertains to [student] who was registered with our office from [date] to [date]. This student submitted documentation of their disability that meets [university name] documentation guidelines. Based upon a review of the available records and/or documentation verifying their disability, the following accommodations were approved:*

* *[List all currently approved accommodations]*

*Please feel free to contact our office with any questions.*

*Signature,*

*Title*