LETTER TO TREATING PROFESSIONAL

Date:

Dear Health Professional:

The patient named on the attached Disability Verification Form has requested that his or her disability be verified. This documentation is for the purpose of making him or her eligible for disability-related services and is required by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA).

Eligible conditions and the authorized health professionals who may verify them and sign the Disability Verification Form are described on the attached “Disability Definitions and Documentation,” page 4.

INSTRUCTIONS:

1. **Items 1–5 — These items must be completed.**
2. **Item 2 — At least one “major life activity” limitation must be checked in order for the student to be eligible.**
3. The form must be **completed and signed by the health professional** qualified to diagnose and treat the specific condition. (See attached “Disability Definitions and Documentation.”)
4. **Please return this form by mail,** unless requested otherwise by the student. (Attach any medical, psychological, and/or educational documentation.)
   
   The ACADEMY OF WAUKESHA
   Sarah Guerrero
   2000 Silvernail Road, Pewaukee, WI 53072

Please indicate any restrictions or other recommendations, if appropriate.

This completed form must be returned to the school’s Admissions Leader before the student can receive disability-based accommodations.

Thank you for your prompt attention on behalf of your patient. If you have questions, please call our school’s admissions office at (262) 549-3100.

Sincerely,

Sarah Guerrero
The ACADEMY OF WAUKESHA
Admissions Leader
Disability Verification Form

INSTRUCTIONS TO STUDENT:

In order to receive disability-related services at The ACADEMY OF WAUKESHA, a student must submit a Disability Verification Form, documenting a physical and/or psychological disability. The form must be completed and signed by a licensed/certified professional qualified to diagnose and treat the condition(s).

☐ STEP 1: Complete the Student Information section on the Disability Verification Form [page 3] either online before printing it or print the form and complete the section by hand.

☐ STEP 2: Print this packet, which includes four pages: Instructions, Form, Letter, and Disability Definitions.

☐ STEP 3: Provide this packet to your treating professional.
Disability Verification Form

**STUDENT INFORMATION**

Name: ____________________________________________  ID #: ____________________  Birthdate: _________________  
Address: ____________________________________________  City: __________________________  Zip: _______________  
Telephone Number: __________________  Cell Phone Number: _____________________  E-mail: _____________________

**TO BE COMPLETED BY PROFESSIONAL**

Name of Licensed or Certified Professional: _____________________________________________________________________  
Address: ____________________________________________  City: __________________________  Zip: _______________  
Telephone Number: __________________  Cell Phone Number: _____________________  E-mail: _____________________

Please provide the following information in full in order to qualify the student for eligibility and help us determine reasonable educational and physical accommodations:

1. Diagnosis:  
   A: _______________________________________  B: _________________________________________  
   If applicable, DSM IV Code:_____________________  Severity: □ Moderate  □ Severe  □ Residual/Remission

2. This condition substantially limits the following major life activities: (This section is required.)  
   □ Moving  □ Walking  □ Manual Tasks  □ Bending  □ Standing  □ Lifting  □ Breathing  □ Concentrating  
   □ Seeing  □ Reading  □ Hearing  □ Communicating  □ Sleeping  □ Eating  □ Caring for Self

3. Does it impact any of the following? (Optional)  
   □ Stamina  □ Forming/Executing Plans  □ Social Interaction  □ Overcoming Obstacles  □ Memory

4. List other limitations/information helpful in determining accommodations in an educational setting: ______________  
   ____________________________________________________________________________________________________

5. Condition is: □ Stable  □ Prone to exacerbation

6. Duration of Disability:  
   □ Permanent/Chronic  □ Temporary  
   If temporary, select one:  
   □ 45 days or greater  
   □ Less than 45 days  
   Expected duration: ________________________

I understand that the information provided will become part of the student record subject to the Federal Family Education Rights and Privacy Act of 1974 and may be released to the student on his or her written request.

Signature: ______________________________  Title/Lic. #: ___________________________  Date: _____________________

If the above information is completed by an individual other than the professional who made the diagnosis, please provide the name and the phone number of the person who filled out the form:

Name: _________________________________  Title: ________________________________  Phone: ____________________

**TO BE COMPLETED BY PAUL MITCHELL SCHOOLS STAFF**

□ Assessment by appropriate staff  
□ Review of documentation by outside agency/certified/licensed professionals  

P= Primary  
S= Secondary Full Service (more than one secondary is possible)

ABI:____ HEARING:____ MOBILITY:____ PSYCH:____ VISION:____ DDL:____ LD:____ OTHER:____ SPEECH:____ NONCLAIM:
### Disability Definitions and Documentation

Eligibility for disability services is based on an individual’s condition, which must: 1. Fall within the diagnostic categories listed below. **AND:** 2. Impair a major life activity, and 3. Pose an educational limitation for which accommodation is required and appropriate.

The ACADEMY OF WAUKESHA uses the information requested on the Disability Verification Form for the purpose of determining a student’s eligibility to receive authorized special services provided by the Disabled Students Programs and Services.

<table>
<thead>
<tr>
<th>Disability</th>
<th>Community College Definition*</th>
<th>Qualified Professionals</th>
<th>Important Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Disability</strong></td>
<td>Visual, mobility or orthopedic impairment</td>
<td>Medical Doctor, O.D.</td>
<td></td>
</tr>
<tr>
<td><strong>Visual Impairment</strong></td>
<td>Total or partial loss of sight: in best eye, with best correction, 20/200=legal blindness or 20/70 =partial sight</td>
<td>M.D. Ophthalmologist, Optometrist</td>
<td></td>
</tr>
<tr>
<td><strong>Mobility, Orthopedic Impairment</strong></td>
<td>Serious limitation in locomotion or motor function</td>
<td>M.D. O.D., see Comments</td>
<td>D.C. accepted for disabilities related to the back</td>
</tr>
<tr>
<td><strong>Hearing Impairment</strong></td>
<td>Loss of hearing, which impedes the communication process essential to language, educational, social and/or cultural interactions</td>
<td>Audiologist, M.D.</td>
<td>Submit: Disability Verification Form and audiogram within the last year</td>
</tr>
<tr>
<td>Deaf</td>
<td>Requires use of communication mode other than oral, including sign language</td>
<td>Audiologist, M.D.</td>
<td>Submit: Disability Verification Form and audiogram within the last year</td>
</tr>
<tr>
<td><strong>Hard of Hearing</strong></td>
<td>1. Severe=avg. loss in better ear, 55 db. 2. Mild-Moderate=avg. unaided loss in better ear 35–54db.; aided, 20–54 db. or greater 3. Speech discrimination less than 50% 4. Documentation of rapid loss</td>
<td>Audiologist, M.D.</td>
<td>Submit: Disability Verification Form and audiogram within the last year</td>
</tr>
<tr>
<td><strong>Speech and language impairment</strong></td>
<td>Cognitive ability test standard scores (usually WAIS III or WJ III), Achievement test standard scores (usually the WJ III or the WIT II)</td>
<td>Licensed Speech Professional</td>
<td>NOT caused by acquired brain injury, physical, psychological or hearing impairments</td>
</tr>
<tr>
<td><strong>Learning Disabilities</strong></td>
<td>Cognitive ability test standard scores (usually WAIS III or WJ III), Achievement test standard scores (usually the WJ III or the WIT II)</td>
<td>PhD Psychologist, College LD Specialist, Other appropriate professional</td>
<td>Submit verification documents from the past year.</td>
</tr>
<tr>
<td><strong>Acquired Brain Impairment</strong></td>
<td>Deficit in brain functioning caused by external or internal trauma, resulting in loss of cognitive, communicative, motor, psychosocial and/or sensory-perceptual abilities</td>
<td>M.D. Neurologist, Neuropsychologist</td>
<td>Submit recent Neuropsych Report, if available. Not applicable: conditions induced or present at birth, or progressive and/or degenerative in nature.</td>
</tr>
<tr>
<td><strong>Developmentally Delayed Learner</strong></td>
<td>A DDL student is one who exhibits the following: a) below average intellectual functioning; and b) potential for measurable achievement in the instructional setting</td>
<td>Submit test results or Regional Center certification.</td>
<td>Submit verification documents from the past year.</td>
</tr>
<tr>
<td><strong>Psychological Disability</strong></td>
<td>*Persistent psychological or psychiatric disorder, or emotional or mental illness * moderate or severe on Axis I or II in the DSM * interferes with a major life function * poses an educational limitation</td>
<td>Psychiatrist; PhD. Psychologist, LMFT or LCSW (indicate license #)</td>
<td>Not qualified: DSM V Codes, developmental disorders, sexual behavior disorders; compulsive gambling, kleptomania, or pyromania and psychoactive substance abuse disorders resulting from current illegal use</td>
</tr>
<tr>
<td><strong>ADD/ADHD</strong></td>
<td>Meets DSM diagnostic criteria and poses an educational limitation</td>
<td>Psychiatrist; PhD. Psychologist, LMFT or LCSW (indicate license #)</td>
<td></td>
</tr>
<tr>
<td><strong>Other Disabilities</strong></td>
<td>Health conditions that * limit a major life activity * present an educational limitation and * require support services or instruction</td>
<td>Licensed Certified Professional who is legally qualified to diagnose the disability in question</td>
<td>Examples include, but are not limited to: heart conditions, renal failure, tuberculosis, AIDS, diabetes</td>
</tr>
</tbody>
</table>

For further information on qualifying disabilities and/or signature and documentation requirements, call (262) 549-3100.

Personal information recorded on this form will be kept confidential in order to protect against unauthorized disclosure. Portions may be shared with Paul Mitchell Schools or other state or federal agencies, in such a manner as to comply with applicable statutes regarding confidentiality, including the Family Educational Rights & Privacy Act (20 U.S.C. 1232(g) pursuant to Sect. 7 of the Federal Privacy Act (P.L. 93-578, 5 U.S.C. 552a, note). The information is being collected pursuant to Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA).
Request for Reasonable Accommodations

Name: _________________________________________________________________________________

Last First Middle Initial

Once you have completed the form, please provide it to either the School Director or Compliance Coordinator.

Identify your condition(s) and indicate how you believe each condition affects your ability to perform the requirements of the course:

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

State the accommodation that you are requesting:

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

List all possible alternative accommodations:

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Applicant Signature: _______________________________________________ Date: ________________

School Director Receipt of Request Date: ______________________________