Dear Elmira College Students and Their Parents:

Congratulations on your acceptance to Elmira College! I would like to take this opportunity to share some important information with all newly admitted students about the services Elmira College provides for students with disabilities.

If you are a student with a documented disability, you may be eligible for coursework accommodations, if current and comprehensive documentation is provided to the Office of Disability Services at Elmira College. Disclosure of a disability is voluntary; however, early disclosure is strongly encouraged so that students may access accommodations and services as soon as possible. A disability may include, but is not limited to:

- Learning Disabilities
- Physical Disabilities
- Visual Impairment
- Cognitive Disabilities
- Attention Deficit Disorders (ADD-ADHD)
- Asthma or Severe Allergies
- Deafness or Hard of Hearing
- Medical and/or Chronic Health Conditions
- Psychiatric Disabilities

To disclose a disability, complete the form on the other side of this letter and return it to me at the following address as soon as possible.

Carolyn Draht, Office of Disability Services  
Elmira College  
One Park Place  
Elmira, NY 14901

Current documentation (this means testing that has been conducted within the last three years) attesting to the specific nature of your disability and specifying any limitations and special accommodations required must be on file with the Office of Disability Services before classes begin. The College’s Documentation Guidelines for Specific Disabilities is on our website at: [http://www.elmira.edu/academics/Academic_Resources/Disability_Services/Documentation_Guidelines.html](http://www.elmira.edu/academics/Academic_Resources/Disability_Services/Documentation_Guidelines.html)

Those residential students who will be requesting housing accommodations should provide the required documentation no later than July 1.

While the College provides necessary accommodations to disabled students, it is important for you to realize that you must be your own self-advocate for your disability needs.

If you have any questions or concerns with respect to a disability, please call me at (607) 735-1857.

Sincerely,

Carolyn Draht  
Director of Disability Services
To disclose a disability, complete this form and return a copy to me at the following address as soon as possible.

Carolyn Draht  
Office of Disability Services  
Elmira College  
One Park Place  
Elmira, NY 14901

Please print the following information:

Name ___________________________ Class Year ___________________________

Home Address: ___________________________ City: ___________________________

State: __________ Zip: __________ Email Address: ___________________________

Home Telephone: (___) ____________ Cell Phone: (___) ______________________

Type of Disability ___________________________

________________________________________________________________________

________________________________________________________________________

Have you included documentation with this disclosure form?  ☐ Yes  ☐ No