

## Confidentiality

The nature of a student's disability, the content of documentation and other records on file are confidential and maintained in a secure place which is not part of the student's record.

## TEAS Accommodations

Requests for accommodations for the TEAS must also be made to Disability Services

**Please Note:**  
You must meet with Disability Services every semester. Accommodations are approved on a semester-by-semester basis.

Schedule an Appointment with Disability Services by scanning the code below



## Contact Us

207-453-5150

<https://kvcc-me.libguides.com/student-success/Disabilityservices>

[disability@kvcc.me.edu](mailto:disability@kvcc.me.edu)



Lunder 130  
92 Western Ave  
Fairfield, ME 04937



## Disability Services



## What does Disability Services do?

Disability Services helps students determine accommodations, facilitate access, and provide needed auxiliary aids and services.

## What does a student need to do to get Accommodations?

It is the student's responsibility to identify themselves as having a disability and formally request accommodations by emailing [disability@kvcc.me.edu](mailto:disability@kvcc.me.edu) and providing disability documentation.

The laws applicable to disability accommodations in the college setting are different from those in K-12. IEPs and 504 plans are welcome but DO NOT typically provide documentation needed for accommodations in college.



## Documentation

*Documentation must meet the following criteria*

- Be written by a **qualified practitioner**;
- Be **current** (in most cases within three years);
- State **specific diagnosis**
- **Include** diagnostic; methodology, diagnostic criteria, evaluation methods, testing dates and result;
- Be on a **letterhead and signed** by professional submitting the reports;
- **Explain** the impact the disability may have on the student's academic and vocational environment, and;
- **Provide** description of any accommodations and/or auxiliary aid used in the past.

## To Submit a Request:

- **Provide Documentation to:**
  - [disability@kvcc.me.edu](mailto:disability@kvcc.me.edu),
  - 92 Western Ave, Fairfield, ME 04937, or
  - bring to 130 Lunder)

See "Documentation" section for more information

- **Meet** with Disability Services to complete Student Agreement and Accommodation Letter
- **Deliver** Accommodation Letter to Faculty