



# STRATFORD ACADEMY

## ACCOMMODATIONS GUIDELINES FOR GRADES 7-12

- **Timely updates** to full psychological evaluations as follows: every 3 years for AD/HD, anxiety, & depression; every 5 years for Learning Disorders and all other psychiatric evaluations.
- It is highly **recommended** that a student have a complete, full evaluation so that the student and family can begin the journey of learning appropriate strategies that allow the student to effectively cope with any difficulties that may affect his/her learning.
- **To obtain accommodations-**Accommodations may be implemented after documentation is received. Documentation may be offered in the following formats:
  - A psychological evaluation provided by a licensed psychologist. We require 'complete and full' evaluations. (Note-this document will be used to apply for accommodations for standardized tests should it be requested, which is why it should be 'complete.')
  - In the event that a full psychiatric/psychological evaluation is not available, we will accept copies of appropriate screening evaluative tools and assessments from psychiatrists and psychologists.
  - For conditions diagnosed by a medical professional with the doctor recommending accommodations, documentation will be accepted in letter form composed on letterhead with a date and should include a diagnosis using DSM criteria and coding, symptoms observed, and recommendations for educational use (typically this includes diagnoses of AD/HD, GAD, and/or anxiety). A prescription note is no longer acceptable.

- **To begin the process of obtaining accommodations**-If a parent, student, or teacher is interested in obtaining accommodations, please contact the Guidance Office. A trial may be obtained after a conversation with the student and at least one parent to discern if accommodations would be helpful. If accommodations may assist the student, a trial will be put in place for at least one month but no more than a semester so long as the student has an appointment with a psychiatrist, psychologist, or medical doctor to assess need. If, at the termination of the trial period, documentation has not been obtained, the trial ends. Once documentation is obtained, the accommodations then fall under the school's requested guidelines.

Alternatively, the family may submit a dated letter of documentation to the school from a medical professional, psychiatrist, or psychologist stating symptoms observed, recommendations for education use, and a diagnosis using DSM criteria and coding. This initial letter will be valid for the academic school semester in which it was written (unless the diagnosis is ADHD, GAD, and/or anxiety where the letter serves as final documentation); following this initial time period a full psychological evaluation by a licensed psychologist using DSM criteria is required. A prescription note is no longer acceptable.

- After an evaluation is received, students with psychiatric diagnoses and ADHD will need to provide an **update every 12 months** to assist the student and family in monitoring the condition with their medical or psychiatric professional. This update can be provided by a licensed doctor, psychologist, or counselor and does not necessarily have to be a full evaluation so long as the original evaluation has not expired.
- Accommodations based on physical disabilities will need a letter from a medical professional outlining the diagnoses and educational accommodations based on symptoms observed. Examples of conditions with physical disabilities are hearing or visual impairments, Cerebral Palsy, Crohn's Disease, etc. Letters should be updated every 3 years.
- Short-term accommodations based on individual needs may be offered by Administration or Guidance with discretion.

If at any time you have questions about these guidelines, please contact the Guidance Office.