



ST. MARY'S ACADEMY

Dear Medical Provider,

Thank you for your help in documenting the need our student has for academic accommodations at St. Mary's Academy. St. Mary's Academy is a college preparatory high school. We are proud of our curriculum and the learning and skills it provides for our students and graduates. To maintain the integrity of our program, St. Mary's Academy does not modify its curriculum or change what a student is taught or expected to learn. However, we strive to accommodate by adjusting instruction or access to the material- for example by adjusting the physical environment, the formatting or timing.

SMA uses the **College Board** Standard for qualification for a Learning Plan. Eligibility for a Learning Plan requires thorough documentation of a current diagnosis (learning difference, ADHD, mental health or medical condition) that impacts academic performance. Documentation of the need must be current (within 3 years). Please note that a "doctor's note" is not sufficient documentation.

College Board Documentation guidelines require that the documentation thoroughly address these seven areas:

- Clearly stated diagnosis
- Students' current information and presenting concerns
- Students' educational, developmental and medical history
- Testing and data to support the diagnosis
- Functional limitation described
- Recommended accommodations and justifications
- Evaluator's professional credentials

Please send the letter to Amelia Soto, Learning Specialist, at amelia.soto@smapdx.org, or delivered via a parent. Specific reports or chart notes are also welcome.

Warmly,

Amelia Soto

Learning Specialist
St. Mary's Academy