



Dear Professional:

Services for Students with Disabilities provides accommodations to students with diagnosed Learning Disabilities. To determine eligibility for services, this office requires current documentation of a learning disability. In order to ensure that students receive appropriate academic accommodations from our office, we need the following information regarding this particular student

1. Documentation of the learning disability from a licensed professional with experience assessing and diagnosing adults with learning disabilities.
2. A complete psychoeducational report that includes the name of the standardized tests administered and the standard scores from the subtests that measure the student's **cognitive ability, achievement, and information processing**. Examples of appropriate and acceptable assessment instruments are as follows:
 - **Ability:** Wechsler Adult Intelligence Scale Third Edition (WAIS-III) or Stanford-Binet-IV.
 - **Achievement:** The Woodcock-Johnson Psychoeducational Battery Revised or Woodcock-Johnson III: Tests of Achievement, Stanford Test of Academic Skills, Wechsler Individual Achievement Test (WIAT or WIAT II), or specific achievement tests that include measures of reading, math, and written language—the WRAT-3 is NOT an acceptable measure.
 - **Information Processing:** Woodcock-Johnson Psychoeducational Battery – Revised or Woodcock-Johnson III: Tests of Cognitive Ability, Detroit Tests of Learning Aptitude – Adult, Wechsler Memory Scale- Third Edition (WMS-III), as well as other relevant measures.
3. Specific recommendations for academic accommodation based on the results must be stated in the report e.g., time-and-a-half or double time on exams, tape-record lectures, books on tape, etc.
4. A foreign language course substitution recommendation must be supported with a clear statement.
5. Please make sure that your title, phone number and fax are also included.

Thank you for your time and assistance regarding this matter. If you have any questions please feel free to contact me at (563) 333- 6275.

Sincerely,

Ryan C. Saddler
Director, Services for
Students with Disabilities
SaddlerRyanC@sau.edu
Fax: (563) 333-6248

Please mail documentation to:
St. Ambrose University
Services for Students with Disabilities
518 West Locust
Davenport, IA 52803