



Please Complete

To qualify for academic adjustments at the University of Mary, English Language Learners must have been enrolled in an English Language Learner (ELL) program in secondary school or have been granted academic adjustments at a postsecondary institution. This form must be completed by an ELL professional, or a postsecondary institution official with knowledge of the student's history of academic adjustments. The person completing this form should not be a relative of the student. Student Accessibility Services will use your information to determine this student's eligibility for reasonable classroom adjustments at the University of Mary.

A diagnostic report or a letter on the program/school letterhead stating the dates of enrollment and describing the student's progress with social and academic language/ literacy level assessments in the primary language and or English can be substituted for this Request for Documentation.

Student's Name:

Date of Birth:

Name and Credentials of individual completing this form:

Date of Most Recent Assessment in English:

Academic assessment used and specific results:

Describe how this student's command of academic/social English might limit the student' academic performance.

(Continued to next page)

Describe documentation of academic adjustments tried, current academic adjustments and their effectiveness in relation to the academic performance of the student.

Describe outside educational experiences and outcomes- coursework for a trade, work related courses.

List recommendations for adjustments, assistive services, and/or compensatory strategies and explain how each minimizes or compensates for the limitations of this student's command of English/English academic vocabulary.

Attach any additional information that can assist with developing an adjustment plan for the student .

I certify that the information submitted represents this student's **present level of functioning.**

Signature

Print Name

Date

English Language Learner High School/ Postsecondary Institution

English Language Learner High School Address/Postsecondary Institution Address

Phone number