

**Longwood University**  
**Office of Disability Resources**

**Checklist for New Students**

**Before Arriving On Campus, Or As Soon As You Need Help, You Will Need To...**

\_\_\_ Gather Important Documents

*For Students With Learning Disabilities*

\_\_\_ Your last IEP or 504 Plan (if you had one in school)

\_\_\_ Your last complete psychological testing (NOT your last eligibility report)

\_\_\_ Registration Form (available on our website)

*For Students with ADD/ADHD*

\_\_\_ Your last IEP or 504 Plan (if you had one in school)

\_\_\_ ADD/ADHD Form (available on our website)

\_\_\_ Registration Form (available on our website)

*For Students with Medical or Psychological Disabilities*

\_\_\_ Your last IEP or 504 Plan (if you had one in school)

\_\_\_ Verification of Disability Form (available on our website)

\_\_\_ Registration Form (available on our website)

\_\_\_ Check our Website for Information About Disability Related Housing Requests

\_\_\_ Send or Drop Off all the Important Documents Listed Above That Pertain to Your Disability

\_\_\_ Call 434-395-2391 to Schedule an Appointment with Leah Mullins to Discuss Your Documentation

**After Arriving on Campus, You Will Need To...**

\_\_\_ Go To Your Scheduled Appointment and Meet Everyone in the Office

\_\_\_ Gather Additional Documentation (if needed)

\_\_\_ Meet With Your Professors Once You Have Your Accommodation Letters

\_\_\_ Follow Through with All Office Procedures to Ensure You Receive Your Accommodations

\_\_\_ Ask Questions and Get Involved!

"To request the information provided in this document in an alternate format contact the Office of Disability Resources at 434-395-4935(TRS 711)".