Longwood University
Accessibility Resources Office

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 (Log into the AIM portal using your Longwood credentials)

    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 (Log into the AIM portal using your Longwood credentials)

    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 (Log into the AIM portal using your Longwood credentials)

___Check our Website for Information About Disability Related Housing Requests

___Submit all the Important Documents Listed Above That Pertain to Your Disability in the AIM portal

___We will contact you via your Longwood email to schedule an appointment with one of our

professional staff to discuss possible academic accommodations

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!