



## **Working with Disability Support Services at UAS An Intake Interview Checklist**

DSS would like all students using our services to understand the following:

### **How Accommodations are requested:**

- Students first meet with their academic or faculty advisor to ensure that classes chosen are sequential and in their program of study.
- When possible, students with disabilities should choose those classes that are best suited for their learning style.
- Student makes an appointment to meet with the Coordinator of Disability Support Services.
- During the appointment, reasonable accommodations are identified based on documentation submitted by the student, best practices in the field of disability support services and discussion between the student and the Coordinator.
- Student supplies documentation supporting request for accommodations. The documentation needs to verify the diagnosis of disability to identify how the disability may effect he student's academic functioning.
- *Documentation must be on file before accommodations are put in place.*

### **How Accommodations are determined:**

- The type and nature of disability
- Student experience with accommodation in any previous settings
- Review of diagnostic and evaluative reports
- Best practices

### **How Accommodations are put into place:**

- Students must request letters for each class in which they need accommodations.
- DSS prepares a Faculty Notification Letter for each class in which accommodations have been approved.
- Student delivers letter to professor in first week of class.
- Student reports any problems to DSS as soon as possible to allow time for adjustments.
- *Classes meeting for short duration may require notification before first class.*

**Please sign to indicate you understand the information above after discussing it with the DSS staff member:**

Printed Name and Date \_\_\_\_\_

Student Signature \_\_\_\_\_

DSS Staff Signature \_\_\_\_\_