



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 Coordinator of Disability Support Services.
- During appointment, questions and conversation lead to a reasonable accommodations request.
- Student supplies documentation supporting request for accommodations.
- *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 and have received:

Printed Name and Date _____

Student Signature _____

DSS Staff Signature _____