

Checklist for Students Requesting Services

STEP 1:

Please complete the **Accessibility Services Self-Disclosure Form**. Once you submit that form, the Director of Accessibility Services, Lynnette Blake, will contact you for an appointment to discuss your disability and need for accommodations.

STEP 2:

Students who request reasonable accommodations **must self-identify and register** with the Accessibility & Student Conduct Coordinator in the Office of Accessibility Services located in the Learning Resource Center, room 113, on the Wye Mills Campus.

STEP 3:

Submit a comprehensive evaluation report that diagnoses your disability from your physician, psychologist or other certified clinician. *(Secondary school information, such as an Individual Education Plan (IEP) or 504 Plan may also be submitted, but such documents must also include a psychoeducational report.)*

Documentation should include the following:

- a current diagnosis statement identifying the disability
- the date of the current diagnosis evaluation
- the date of the original diagnosis
- a description of the diagnosis criteria and/or the diagnostic test used
- a description of the current functional impact
- all treatment, medications, assistive devices/services currently prescribed or used
- the credentials of the diagnosing professional
- professional recommendations regarding accommodations and services

Check your documentation to be sure it is current (within the past four years) and includes all required elements. If you do not have current and/or complete documentation and do not have a resource for evaluation, please call or make an appointment with the Accessibility Services office for a referral to testing facilities. Chesapeake College does not offer medical or psychological evaluations and does not provide funding for testing.

Please note: The documentation must support each accommodation you request.

STEP 4:

Bring completed disability documentation to your Accessibility Services appointment. The Accessibility Services Coordinator will discuss the classroom accommodations for which you are eligible based on the documentation and information you provide.

YOU are responsible for providing your instructors with a copy of your Accommodations Plan. Your instructors will discuss with you how your Plan will be implemented for their course. If there are concerns about the Plan, the Accessibility Services Coordinator must be contacted as soon as possible to discuss any issues.

You will need to meet with the Accessibility Services Coordinator **each semester** to update your Plan and submit a copy of your class schedule.

For more information contact the Office of Accessibility Services at **410-827-5805** or email oas@chesapeake.edu.