



Disability Support Services
Intake Form for Accommodation Requests

Today's Date: _____ **Application for** ☐ Fall ☐ Spring ☐ Summer

Student Information:

Legal Name: _____ **Preferred Name:** _____

Student ID: _____ **Email:** _____

Cell Phone: _____ **Preferred Communication:** ☐ text message ☐ email
[☐] other _____

University Classification/Major:

(When you come to SAU, what will you enroll as?)

Future SAU Status: ☐ Concurrent Credit/Highschool Student
☐ 1st Year College Student
☐ Transfer Student from _____

Semester to Begin SAU: ☐ Fall ☐ Spring ☐ Summer **Year to Begin:** _____

Current SAU Status: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate
(If you're already a student at SAU, what is your status?)

Major or Program of Study: _____
(If you don't know, you can put "Undecided")

Academic History:

Name of school attended **Accommodations Received?**

High School: _____ ☐ Yes ☐ No

College: _____ ☐ Yes ☐ No

Disability Related Information:

Are you registered with Arkansas Rehabilitation Services (ARS)? ☐ Yes ☐ No

If yes, who is your ARS Counselor?

Please check your **diagnosed disabilities**. (Check all that apply)

_____ Learning Disability (please specify)_____

_____ Attention Deficit/Hyperactivity Disorder (ADD/ADHD)

_____ Dyslexia/Dyscalculia/Dysgraphia

_____ Chronic Medical Condition (please specify)_____

_____ Pervasive Developmental Disorder/Autism/Asperger's Syndrome

_____ Disabling Anxiety and/or Major Depressive Disorder

_____ Other Mental Health/Psychological disability (please specify)_____

_____ Physical or Mobility Impairment

_____ Neurological Impairment

_____ Communication/Speech Impairment

_____ Visual Impairment or Blindness

_____ Deaf or Hearing Impairment

_____ Acquired or Traumatic Brain Injury

_____ Other (please specify)_____

Please describe the challenges of your disability and how it impacts you in an **academic** setting:_____

Please describe the challenges of your disability and how it impacts you in a **residential** setting (only answer if living in SAU's University housing/on campus):

If you take medication, are there any side effects you want us to know about?

What strategies do you use to help yourself with the challenge of your disability?_____

If you have been approved for and used accommodations in the past, please list the accommodations you used *that worked well*:_____

Please list any accommodations you think you may need at Southern Arkansas University.

Signature:_____ Date:_____

Please complete and return this form to the Disability Support Services Director, 100 E. University, Magnolia, AR 71753 (In person: University Village Clubhouse, 100 Village Drive)



Confidentiality of Information

The Office of Disability Support Services (DSS) is committed to ensuring that all information and communication pertaining to a student's disability is maintained as confidential, as required or permitted by law.

The following guidelines about the treatment of such information have been adopted by DSS. These guidelines incorporate relevant state and federal regulations.

1. No one will have immediate access to student files in DSS except appropriate staff of DSS or Student Support Services, under which our office is guided. Any information regarding a disability is considered confidential and will be shared only with others within the university who have a legitimate educational interest.
2. This information is protected by the Family Educational Rights and Privacy Act (FERPA).
3. Sensitive information in DSS student files will not be released except in accordance with federal and state laws.
4. A student's file may be released pursuant to a court order or subpoena.
5. If a student wishes to have information about his/her disability shared with others outside the University, the student must provide written authorization to the DSS Director to release the information. Before giving such authorization, the student should understand the purpose of the release and to whom the information is being released.
6. The student should understand that there may be occasions when the Director will share information with institutional personnel regarding a student's disability at his/her discretion if circumstances necessitate the sharing of information and the Director has determined that there is an appropriate legitimate educational interest involved.
7. A student has the right to review his/her own DSS file with reasonable notification.

I have been informed of the policy regarding confidentiality and the release of information from my DSS file. I understand that DSS may release information from my file to be used in a confidential manner with appropriate University faculty and officials who have a legitimate educational interest while I am a student at Southern Arkansas University.

Signature

Date



Family Release of Information

I, _____, give permission for the Director of the Office of
(Student's Name)

Disability Support Services at Southern Arkansas University to discuss with my family,

_____ any information pertaining to my academic
(Family Member's Name(s))

career for the duration of my tenure at the university. I may revoke this release at any time by writing a revocation statement and filing it with the Disability Support Services office.

Relationship of Family Member(s) to student

Student's Signature

Date



General Documentation Guidelines

To receive accommodations, you must have a documented disability. You will need to submit documentation from a physician, psychologist, or other licensed professional knowledgeable about your diagnosis/disability. The submission of 504 plans and/or IEPs from high school are helpful, but we also require documentation of your disability to come from a qualified professional.

Generally, additional documentation may include current medical reports, or a psycho-educational assessment. Whatever documentation is provided will help to determine appropriate accommodations. Please note that a prescription pad diagnosis is not helpful as it doesn't address severity and potential accommodations.

After information is submitted and reviewed, you will participate in an interactive process and an accommodation plan will be determined for your particular situation. Disability Support Services and University Housing will assist you in communicating your accommodations to appropriate campus personnel.

Specific Documentation Guidelines

Disability Support Services and University Housing suggest utilizing the Association on Higher Education And Disabilities (AHEAD) best practices guidelines for documentation to assist in the determination of accommodations. For those seeking accommodations under the ADA (and its amendments) or Section 504 of the Rehabilitation Act of 1973 documentation, if you submit material, please follow these guidelines:

1. The credentials of the evaluator(s):

Documentation completed by a licensed or otherwise credentialed professional who has undergone appropriate training, has relevant experience in the field of diagnoses, and has a professional, but no personal relationship to the individual being evaluated. (e.g., an orthopedic limitation might be documented by a physician, not a licensed psychologist).

2. A diagnostic statement identifying the disability:

Documentation provides a diagnostic statement that describes how the condition was diagnosed, provides information on the present functional impact, and details the typical progression or prognosis of the condition. The Diagnostic Statistical Manual (DSM-IV) codes are helpful in providing this information, as is a clinical description.

3. A description of the diagnostic methodology used:

Documentation may include diagnostic criteria, evaluation methods, procedures, assessments, date of administration, clinical narrative, observation, and specific results. Where appropriate to the nature of the disability, it is helpful to include specific test scores. Results reported from informal, non-standardized assessments may also be helpful.

4. A description of the current functional limitations:

How the disabling condition(s) currently impacts the student may provide useful information for identifying

possible accommodations. So, including formal evaluation procedures, and clinical narrative may assist in indicating current impact, especially if the material submitted indicates the severity, frequency and pervasiveness of the condition(s). For best understanding of the student's needs, documentation that is recent is helpful; however, older documentation, such as for a static, permanent condition, is useful, too.

5. A description of the expected progression or stability of the disability:

Information on expected changes in the functional impact of the disability over time is also helpful. For example, knowledge of cyclical or episodic concerns, or suspected environmental triggers, assists us in planning for varying functional impacts. If the condition is not fully stabilized, providing intervention methods is appropriate.

6. A description of current and past accommodations, services and/or medications:

A description of current medications, auxiliary aids, assistive devices, support services, and recent accommodations as well as services that may positively impact physical, perceptual, behavioral or cognitive performance is helpful.

7. Recommendations for accommodations, adaptive devices, assistive services, compensatory strategies, and/or Academic Resources support services:

Suggestions of accommodations and strategies that are related to functional limitations of the disability are especially useful for determining appropriate college-level accommodations. While post-secondary institutions are not obligated to provide or adopt prior accommodations or present suggestions, having such information gives adequate information to make the most appropriate accommodation decisions for the student. If a student transfers to Southern Arkansas University, accommodations provided at the former college may provide insight in making accurate decisions in SAU's classroom or residential setting. However, previous accommodations do not guarantee approval at SAU.

Adapted from AHEAD Best Practices Disability Documentation in Higher Education, 2006, www.ahead.org

Contact Information:

Disability documentation and Housing accommodations may be submitted in person, by mail, fax, or email attachment.

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Director of Disability Support Services
Mailing address: 100 E University
Magnolia, AR 71753
dstracy@saumag.edu
Phone: (870) 235-4145
Fax: (870) 235-5262
Location: University Village Clubhouse
100 Village Drive at SAU

Sandra Martin
Dean of Housing
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Fax: (870) 235-5264
Location: Nelson 115