

Requesting Disability Services Checklist and Instructions

Documentation:

- Required: Completed request form for disability services.
 - o This should be filled out by the student.
- This form is available on the University's website at <https://lander.wufoo.com/forms/z1cwu0h41via5yb/>
- Required: Documentation from a licensed professional regarding the student's disability.
 - o Please refer to the General Guidelines for Documenting Disabilities.
 - o This documentation should be on official letterhead.
 - o The documentation must be relevant. For example, a diagnosis of a disorder that does not change can be supported by older documentation. A diagnosis of a disorder that changes over time may need to be supported by recent documentation.
- Optional: Any supporting documentation that may be helpful in determining accommodations such as an IEP or 504 plans.
 - o Please note that these cannot be used as primary documentation; they are supporting documentation only.

Instructions:

1. Submit the necessary documentation to the Office of Disability Services.
2. If your request for accommodations is granted, the Disability Services writes a letter describing the student's accommodations.
3. The accommodations letter will be automatically generated in the professors myLander account.
4. If the request is denied, the Office of Disability Services emails the student the decision and explanation as to why the request was denied and the appeal process.

The student schedules a meeting with faculty/staff to discuss their accommodation needs as listed in MyLander. Faculty/Staff **will not** provide accommodations until the student has contacted them in regards to using accommodations.