DISABILITY ACCOMMODATION COMMITTEE (DAC) MEETING DOCUMENTATION

This optional form can be used to document DAC Meetings. For students with accommodation plans, a summary of this information should be entered in the CIS Accommodation Notes tab. This document should be filed in the accommodation file for students with accommodations plans. For students without accommodation plans, this document should be stored in the student's disability, no accommodation file. DAC notes should not contain specific disability or health-related protected information.

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| Name: | ID# | Meeting Date: / / |

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|  | Applicant | Date File Received: / / | Face to Face Meeting  Telephone Meeting |
|  | Student | Date of Entry: / / | Face to Face Meeting  Telephone Meeting |
|  | Guardian/Representative(s) Present: | | |

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| DAC Member(s) Present: | Title |
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| Discussion | |
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|  | Student: Has an accommodation plan. |
|  | Applicant/Student: **IS** requesting accommodations at this time.  **Complete the Reasonable Accommodation, Reasonable Modification in Policies, Practices or Procedures, and Auxiliary Aids and Services (RA/RM/AAS) Request and Disability Coordinator Contact Form** |
|  | Applicant/Student: **IS NOT** requesting accommodations at this time.  **Complete the Reasonable Accommodation, Reasonable Modification in Policies, Practices or Procedures, and Auxiliary Aids and Services (RA/RM/AAS) Request and Disability Coordinator Contact Form** |

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Disability Coordinator Signature

DISABILITY ACCOMMODATION COMMITTEE (DAC) MEETING DOCUMENTATION

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| Name: | ID# | Meeting Date: / / |

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| Discussion (continued): |
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