

# Documentation of Disability

## Refusal of Accommodation(s)

### 1 Contact After Approval of Enrollment/Pre-Arrival Based on Disclosure/Documentation of Disability

- a. Contact the applicant to discuss and determine the need for disability accommodations and initiate the interactive disability accommodation process, as appropriate (See [Form 2-03](#) for more details).
- b. Document the contact and the declination of DA on the **Reasonable Accommodation, Reasonable Modification in Policies, Practices, or Procedures, and Auxiliary Aids and Services (RA/RM/AAS) Request and Disability Coordinator (DC) Contact Form**.

### 2 Develop Accommodation Plan

- a. Meet with the student when s/he arrives on center to verify that s/he does not wish to receive accommodations.
- b. Update the RA/RM/AAS Request and Disability Coordinator Contact Form and both the student and the DC should sign the form.

### 3 Enter the Student's Disability(ies) into CIS Disability Data



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### 4 Create the Disability No Accommodation File (DNAF)



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The file should be stored in a secured area with or near the Accommodation Files (AFs) but differentiated by color, sticker, etc. and contain the following:

- a. Non-health documentation of disability (medical documentation is stored in Student Health Record (SHR))
- b. Completed RA/RM/AAS Request and DC Contact Form

