

Disability Referral

Suspicion of Disability

If there is supporting documentation and the student does **NOT** want accommodations

Step 1 – Staff Makes Referral

- Review referral.
- Meet with the student to discuss the referral.

Step 2 – Document the Process

NOTE: Documentation of disability was disclosed previously via an IEP which was provided during applicant file review; however, the student refused accommodations upon entry. At that time, the DC entered the accommodations into CIS Disability Data, had the student complete and sign a Reasonable Accommodation Request Form – Documentation of Disability by selecting does not wish to have accommodations, and the DC created a Disability No Accommodation File (DNAF).

If the student still **does not** wish to consider accommodations, document the referral process.

Step 3 – Provide Feedback

Provide feedback to staff who made the referral and ensure the feedback is documented.

Step 4 – Store Referral Documentation

Store the referral form/information and any notes taken during the process in the DNAF.

If there is no disability and no supporting documentation



Step 1 – Staff Makes Referral

- Review referral.
- Meet with the student to discuss the referral.

Step 2 – Document the Process

If the student states that s/he does not have a disability, document the referral process.

Step 3 – Provide Feedback

Provide feedback to staff who made the referral and ensure the feedback is documented.

Step 4 – Store Referral Documentation

Store the referral form/information and any notes taken during the process in the Student Health Record (SHR).

