

Disability Referral

Suspicion of Disability



If there is supporting documentation and the student wants accommodations

Step 1 – Staff Makes Referral

- Review referral.
- Meet with the student to discuss the referral.
- If the student agrees to consider accommodations, determine if there is documentation of disability.
- Review/Request documentation that supports disability.
- Complete either Job Corps Reasonable Accommodation Request Form-Program or Reasonable Accommodation Review/Documentation of Disability Form ensuring both student and DC sign.

Step 2 – Develop Accommodation Plan

- Review functional limitations and identify needed accommodations.
- Enter the agreed upon accommodations into CIS Accommodation Plan entry screen.
- Print the student's Accommodation Plan (AP). Both the student and the DC should sign the student's AP.
- Provide the student a copy of the AP.

Step 3 – Document the Referral/RA Process

Enter notes documenting the Referral/RA process into the CIS Accommodation Notes Tab.

Step 4 – Enter the Student's Disability(ies) into the CIS Disability Data Collection

Step 5 – Provide feedback to staff who made the referral and ensure the feedback is documented

Step 6 – Notify Staff of AP

Send email notification to all staff, at least bi-weekly, with a list of students with APs. This list should indicate which plans are new APs and which plans are updated.

Step 7 – Create the Student's Accommodation File

Store the accommodation file (AF) in a secured area.; the file should contain the following:

- Documentation of Disability (medical documentation is stored in Student Health Record (SHR))
- Job Corps Reasonable Accommodation Request Form—Program or Reasonable Accommodation Review/Documentation of Disability Form
- Signed Accommodation Plan
- Accommodation Effectiveness Review documentation
- Referral Documentation

Step 8 – Ensure Accommodation Effectiveness

The effectiveness of a student's accommodation plans will be evaluated (student and staff feedback) as part of student performance panels at least every 60 days.

Step 9 – Store AF in Records

Once the student separates, the student's AF should be sealed in an envelope and sent to the Records Manager.