

Documentation of Disability

Reasonable Accommodation Process

1 Contact Pre-Arrival Based on Disclosure/Documentation

- Review supporting documentation provided and contact the applicant to explain the center Disability Program and to begin the interactive reasonable accommodation process. (See [Form 2-03](#) for more details).
- Document the contact and the accommodations that will be agreed upon and those refused on the **Reasonable Accommodation Request Form-Documentation of Disability (RARF-DOD) or Reasonable Accommodation Request Form-Program (RARF)**.

2 Develop Accommodation Plan

- Meet with the student when s/he arrives on center to discuss accommodations agreed upon during initial call/meeting and finalize an Accommodation Plan (AP).
- Ensure completion of the **RARF-DOD or RARF**, including student and DC signatures
- Enter the agreed upon accommodations into the CIS Accommodation Plan entry screen.
- Print the student's AP.
- Both the student and the DC should sign the student's AP.
- Provide the student a copy of AP.**

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



4 Document the Process

Notes documenting the reasonable accommodation process should be entered into the **CIS Accommodation Notes Tab** and should include:

- Initial accommodation call and/or meeting with applicant or student
- Any subsequent meetings with applicant or student regarding accommodations
- Any updates to the accommodation plan
- Accommodation effectiveness reviews which includes feedback from student and staff working with students about effectiveness of plan
- Documentation of the referral process, if applicable
- Request for accommodations for certification/HSE exams
- Coordination with partnering agencies

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5 Notify Staff of AP

6 Create the Accommodation File (AF)

7 Ensure Accommodation Effectiveness

8 Send AF to Records

5 Notify Staff of AP

E-mail notification should be sent 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.

Requesting a Reasonable ACCOMMODATION



6 Create the Accommodations File (AF)

The file should be stored in a secured area and contain the following:

- Documentation of Disability (medical documentation is stored in **Student Health Record**)
- RARF-DOD or RARF**
- Signed AP
- Accommodation Effectiveness Review documentation
- Referral Documentation, as appropriate

7 Ensure Accommodation Effectiveness

The effectiveness of a student's AP will be evaluated (student and staff feedback) and documented (student's AF and information CIS Accommodation Notes tab) as part of student performance panels at least every 60 days.

8 Send AF to Records

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