

Documentation of Disability

Refusal of Accommodation(s)



1 Contact Pre-Arrival based on Disclosure/Documentation

- Review documentation provided and contact the applicant to explain the center Disability Program and the RA process. (See **Form 2-03** for more details).
- Document the contact and the declination of accommodations either on the **Reasonable Accommodation Request Form – Documentation of Disability (RARF-DOD)**. Inform the applicant that accommodations can be requested at any time during the program.

2 Confirm Declination of Accommodations

- Meet with the student when s/he arrives on center to verify that s/he does not wish to receive accommodations.
- Complete the RARF-DOD and both the student and the DC should sign the form.



1 Contact Pre Arrival based on Disclosure/Documentation

2 Confirm Declination of Accommodation

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

4 Create the Student's Disability No Accommodation File (DNAF)

5 Send DNAF to Records

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



4 Create the Student's Disability No Accommodations File (DNAF)

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:

- Documentation of Disability (medical documentation is stored in **Student Health Record**)
- Completed RARF-DOD

5 Send DNAF to Records

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