

Students with disabilities must self-identify at the college level



Disability Services' Checklist for New and Dual Credit Students

How to Receive Accommodations:

- ✓ At least four (4) weeks before classes begin, new Lone Star College students must register with the Lone Star College Disability Services office by submitting their documentation of a disability (see page 2 for Documentation Requirements).
- ✓ A completed "Student Information & Disability Accommodation Request" form must accompany the students' disability documentation. (Form 2 attached)
- ✓ Students will be contacted via their primary telephone number and/or Lone Star College email on the status of their application.
 - Students whose documentation is certified by a Disability Services counselor will be contacted for an appointment.
 - Students whose documentation is **not** certified by a Disability Services counselor will be notified that additional documentation is needed.
- ✓ Students will meet with the Disability Services counselor to discuss accommodation needs. The counselor will issue an accommodation letter and it will be sent to the students electronically via their Lone Star College email.
- ✓ It is the students' responsibility to forward their signed accommodation letter to their instructors.
- ✓ All Lone Star College students must request accommodations for **each semester** they are enrolled in classes.

How to Renew Accommodations:

- ✓ Returning Lone Star College students (registered with Disability Services and who have previously received accommodations through Lone Star College) may request accommodations by completing a Student Request for Continued Services form (Form 3) and returning it to the Counseling Services office, located in CASA Room 109. NOTE: Form 3 is emailed to students in advance of the beginning of each new semester.
- ✓ The counselor will issue an accommodation letter and it will be sent to students electronically via their Lone Star College email.
- ✓ It is the students' responsibility to forward the signed accommodation letter to their instructors.
- ✓ Students wanting to make changes to their accommodations must schedule an appointment with their Disability Services counselor.

For information regarding Lone Star College documentation guidelines, please visit our website at:

http://www.lonestar.edu/departments/generalcounsel/Section_VI.D.11_Students_with_Disability_Rights_Procedures.pdf

Disability Services Documentation Requirements & Procedures

In order for a student to become eligible to receive accommodations through Lone Star College (the College), the student's qualifying disability must first be certified through documentation submission and verification as described below.

1. Submitting Disability Verification Documentation to the Disability Services Office (DSO)

At least four (4) weeks before classes begin, students should ensure they have current disability verification documentation from a licensed or certified health care professional qualified to treat and diagnose their disability. Please note that K–12 school documentation may not be sufficient for post-secondary documentation requirements. Current documentation typically means no more than five (5) years old but can vary depending on the nature of the disability. If students do not have current documentation, the College recommends they use the College's "Disability Verification Form (Form 1)", available through the DSO office or online at: <http://www.lonestar.edu/departments/disabilityservices/DisabilityVerificationForm1.pdf>.

There are multiple ways to acquire the qualifying documentation. All students must submit the "Student Information & Disability Accommodation Request (Form 2)". In addition to the "Student Information & Disability Accommodation Request", students must also submit at least one of the following:

- **College's Disability Verification Form (Form 1)** – Must be complete by a licensed or certified healthcare professional qualified to treat and diagnose the student's disability.
- **Healthcare Professional Letter** – The licensed or certified healthcare professional can submit a signed and dated letter of their own on letterhead which must include: (1) a diagnostic statement identifying the disability and the diagnosis date; (2) the disability's severity; (3) the medication currently prescribed if any; and (4) the recommended accommodations, if any, that may assist the student in minimizing the condition's impact in an academic setting.
- **Full Evaluation/Diagnostic Report** (Example – ETR, MFE) - Please note that K-12 school documentation may not be sufficient for post-secondary documentation requirements. If possible, please submit the FIE – Full Individual Evaluation.

Once students acquire the necessary medical documentation and complete the "Student Information & Disability Accommodation Request Form (Form 2)", they must submit both via fax, email, or personal delivery to the applicable DSO. The College recommends that students follow-up with their DSO to ensure the DSO has all necessary paperwork to certify their eligibility to receive accommodation.

2. Submitted Documentation Reviewed and Certified by a DSO Provider

After the DSO receives the documentation, a DSO provider will review. If the DSO provider determines that the submitted documentation certifies that a student has a qualifying disability, the DSO provider will confirm with an email to the submitting student. **The certification email from the DSO provider will be sent to the student's College designated email account (i.e., janessmith@my.lonestar.edu).** Students may submit an alternate means of communication in their original submission (Example: Cell phone number. Please note, we are unable to accommodate text message requests.) The email will instruct the student to schedule an appointment with a DSO provider. The College and student complete the first step of the two-step procedure once the College send the student that email.

3. Submitted Documentation Reviewed and Not Certified by a DSO Provider

If the documentation submitted is not approved, the DSO provider will send the student an email with instructions on how to provide sufficient documentation and contact information for follow-up questions.