

Registering with the Office of Disability Services

Student Checklist

_____ Gather copies of your disability documentation (for example, psycho-educational testing, relevant medical reports, etc.)

_____ Tell us about your learning needs (fill out the Statement of Learning Needs).

_____ Complete the Release of Information. Provide information relevant to the medical documentation that you are submitting to the office to establish your eligibility for disability services.

_____ Submit copies of your disability documentation along with Disability Services forms (Statement of Learning Needs and Release of Information) to the Office of Disability Services for processing.

_____ Contact the Office of Disability Services to confirm that all of your paperwork was received.

_____ Schedule an appointment to meet with the director of Disability Services to develop your accommodation agreement (Section 504/ADA Plan).

_____ Provide your instructors with copies of your accommodation agreement (Section 504/ADA Plan). Meet with each instructor early in the semester to discuss your specific needs.

_____ Work closely with the Office of Disability Services and your course instructors throughout the semester to insure your academic success at Fitchburg State College.

