

Establishing Services

A variety of support services are available to individuals with disabilities. **All services must be requested each semester of attendance.**

1. To request services, the following steps should be taken:
 - Individuals needing special services should meet with the Counselor for Students with Disabilities to request any assistance or accommodations. The student should bring appropriate documentation of the disability to this meeting, if necessary
 - The counselor will discuss the services and accommodations that are the most appropriate for the individual and will acquaint the student with the process for securing those services.
2. Several forms will be completed at this For first time meetings, an initial *Intake Form* will be completed indicating personal information, the disability, and possible outside resources that the student is receiving.
 - The *Accommodation Request Form* lists the accommodations necessary based on the student's This form is completed at the beginning of each semester.
 - Release of information form in order to give students control of what information is released to whom.
 - If the student is a client of TWC-VR, a form is completed to assist the agency in proper payment of tuition.
3. To ensure consistency, all accommodations should be requested through the Office for Students with Accommodations given directly from the instructor are not considered part of disability services.

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