



Students who feel they qualify for modifications in the classroom based on the American Disability Act (ADA) must register through the Disability Services Office.

Students who may qualify are:

- Physically challenged
- Hearing impaired
- Sight/visually impaired
- Learning disabled
- Medically disabled
- Mentally disabled
- Other disabled by ADA definition

Documentation

Provide proper documentation of disability at least 72 hours prior to assessment appointment (M-F).
(IEPs are no longer accepted)

- a) Must be within 3 years of service request
- b) Must be provided by:
 - Psychometrist
 - Psychologist
 - Psychiatrist
 - Medical Doctor or Specialist
 - Other Medical or Mental Health Specialists
- c) Documentation must contain
 - All specific diagnoses accompanied with symptoms
 - Description of how the condition limits/restricts life functions such as learning
 - All medications prescribed and possible side effects
 - Recommendations on how to modify the student's educational setting to assist the student in meeting the goals and objectives of a class.

Assessment of needs/modifications is reviewed by a Disability Services staff.

Steps for Services:

- Self identify to the Disability Services Office
- Submit proper documentation (must be within 3 years or less and submitted within 72 hours of appointment, M-F, this includes the request for services and medical information form)
- Schedule an assessment appointment with Disability Services staff
- Sign a Release of Information
- Wait for communication to determine if services have been approved or disapproved
- If approved, submit semester class schedule with list of instructors/professors to the Disability Services Office by the end of the first week of classes (this must be done each semester).
- Pick up letters to give to each of your instructors within the first week of class
- Review and Adhere to Responsibilities of a Disabled Student

**IEP's are not accepted as documentation for students requesting services (as of January 2005).*



STUDENT'S RESPONSIBILITIES

Each student requesting modifications in the classroom must register in the Disability Services Office in order to receive services and must provide proper documentation. Students must also adhere to the following:

- Sign a Release of Information for their file.
- Schedule a needs assessment appointment with the Disability Services Office
- Provide proper documentation of disability (must be within 3 years or less and submitted within 72 hours of appointment, M-F. This includes the request for services and medical information form)
(As of 2005 IEPs are no longer accepted)
- Notify the Disability Services Office staff immediately of any changes in your class schedule during any semester services are received.
- Assist in identifying note takers, in all classes, if applicable. Send the student to our office ASAP after identified. The note taker cannot receive pay until payroll has been completed. This is due to being in compliance with the federal law.
- Submit class schedule each semester by the end of the first week of classes. Letters for instructors/professors will be generated by Disability Services staff.
- Bring a copy of each syllabus to the Office of Disability Services highlighting when a scribe/reader is needed. We need to know exact time, place, and day of each test. That way we can be pro-active in scheduling and coordinating services.
- Notify the Disability Services Office if services need to be terminated or continued after each semester.
- Provide special information, if at risk, due to a medical condition, or medication.
- Advance register for classes (when possible).
- Schedule a meeting with each class instructor/professor to discuss the approved modifications.
- Distribute letters to instructors/ professors regarding modifications approved each semester.
- If using Kurzweil, need to submit list of books and book receipt each semester as soon as possible for books to be received in a timely fashion.

It is the student's responsibility to contact the Disability Services Office regarding services each semester enrolled.



Frequently Asked Questions

- 1. *Where is the Disability Services office?***
We are located in the Kelley Student Center Room 200
- 2. *What type of documentation does a student have to present to your office?***
A student must self identify to our office and must have medical documentation of their disability. This documentation must be from a medical doctor, psychologist, psychiatrist, or other health specialist. This documentation must be within the last three years of date of request. We no longer accept IEP's as documentation. Must have request of medical information filled out by a certified health professional.
- 3. *What should the medical statement say?***
The medical statement should state the disability and any limitations that the student has. In addition, it should recommend how to modify the student's educational setting to assist the student in meeting the goals and objectives of a class.
- 4. *What happens once the student is approved for services?***
Once the student's disability is verified and meets the guidelines of the Americans with Disabilities Act, the Disability Services Office can provide a letter outlining classroom modifications that the student will give to each instructor, each semester.
- 5. *Does the student tell the professor about the students' disability, or does the Disability Services Office?***
It is the student's responsibility to take the letter to the professor and make arrangements with them for fulfilling the classroom modifications, each semester.
- 6. *What if the student needs a note taker?***
It is the student's responsibility to find someone to take notes for them in each class. Usually this can be done by asking someone in the class within the first few days. Please send the note taker to our office ASAP after being identified. If the student has problems identifying a note taker, they should first speak to their instructor, and then contact the office of Disability Services.
- 7. *What if the student needs a scribe/reader?***
It is the student's responsibility to bring a copy of each syllabus to the Office of Disability Services highlighting when they will need a scribe/reader. We need to know exact time, place, and day of each test. That way we can be proactive in scheduling and coordinating services.
- 8. *What is the difference between a notetaker and a scribe/reader?***
Generally notetakers are enrolled in the same class as the student receiving services. Notetakers take lecture notes for the student. There are note writer pads available that allow the note taker to take class notes and make a copy simultaneously. The notetaker and student can decide the best method that works for them. This allows the student to receive the copy immediately after the class. Note takers can also take notes using a lap top and then email the student the notes.
A scribe/reader cannot be in the same class as the student receiving the services. They will either listen as the disability student answers it orally or write down word-for-word the answer they give or will read the test aloud to the student.
- 9. *Are note takers and scribes/readers paid?***
Yes. Note takers and Scribes must come to the Disability Services Office and complete paperwork, by appointment, in order to be paid. The note takers should come to our office ASAP after being identified. The note taker cannot receive pay until payroll has been completed. This is due to being in compliance with the federal law.
- 10. *Does the disabled student have to meet the same criteria for the class that other students do?***
All students seeking modifications in the classroom are expected to meet the same standards, goals, and objectives as their classmates.
- 11. *What forms of modification may students receive?***
All modifications depend on a person's disability, but some possible services that are offered are: notetaker, scribe/reader, extended time on test and/or quizzes, computer software for laptop and desktop computers, etc...



**Applying for Disability Services &
Request of Medical Information Form**

Please note: All information regarding your disability and request for services will be kept strictly confidential. Use of services will not appear on any IU records or transcripts.

Student Contact Information:

Name (First, M.I., Last): _____

IU Student ID #: _____

IU Email: _____

Personal Email: _____

Home Phone: _____ **Cell phone:** _____

Student Signature: _____ **Date:** _____

The student above has requested services from the Office of Disability Services at IU Kokomo in regards to a medical condition. To be eligible for disability support, our policy requires that students provide documentation that contains the following information:

- All specific diagnoses accompanied with symptoms
- Description of how the condition limits/restricts life functions such as learning
- All medications prescribed and possible side effects
- Recommendations on how to modify the student’s educational setting to assist the student in meeting the goals and objectives of a class.

Please have written documentation on office letterhead, dated and signed by a certified professional, accompanied by a copy of any evaluation that was completed. **All documents must be within the last 3 years.** Documentations can be faxed to 765-455-9537, emailed to disserv@iuk.edu, or the student can bring them in to the office. All documentation should be submitted to the Office of Disability Services at least 72 business hours prior to the students scheduled appointment. (Monday-Friday 8-5)

For DS Staff Use only	
Date received:	Staff initials: