



Establishment of an **Accommodation Plan** for Disabilities

Guidance Checklist for Obtaining Disability Documentation

FSC adheres to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) as amended by the ADA Amendments Act of 2008 (ADAAA) in prohibiting discrimination against any otherwise qualified student with a disability.

<http://www.flsouthern.edu/campus-resources/student-disability-services.aspx>

These five (5) steps are guidelines for establishing an Accommodation Plan:

1. **Student Request for ADA or FHA Accommodations:** A student who wishes to explore obtaining accommodations for a disability notifies the Coordinator of the Office for Student Disability Services (SDS- see contact information below).
2. **Documentation of a Disability:** The documentation students submit for a disability should meet the following criteria. (Boxes below may be used as a checklist.)
 - ☐ **Be typed on official letterhead, completed, and signed by physician or other evaluator who has a bona fide relationship with the student and is qualified to make the diagnosis, including:**
 - Information about length of time or conditions under which student has been under the evaluator's care
 - Professional signature, license number, and certification/area of specialization of the evaluator (see next page)

Helpful examples of a qualified evaluator include, but would not be limited to:

- For psychiatric disabilities (e.g., depression, anxiety disorders, bipolar disorder, OCD), qualified professionals may include a licensed psychologist, neuropsychologist, psychiatrist, clinical social worker, school psychologist, or psychiatric nurse practitioner.
- For Learning Disabilities, qualified professionals could include clinical/educational psychologists, school psychologists, neuropsychologists, Learning Disability Specialists, medical doctors with demonstrated training in LD assessment.
- For ADHD, qualified professionals could include psychologists, neuropsychologists, school psychologists, clinical social workers, and psychiatrists.
- For Autism Spectrum, a team of appropriately trained medical doctors, speech and language specialists, and/or school psychologists may be involved in diagnosis.
- For physical or chronic medical conditions, usually the appropriate evaluator is an appropriately trained medical doctor, surgeon, or other medical specialist.
- For many of the above, the student's primary care physician or pediatrician may also serve as a qualified evaluator.

- ☐ **Affirms the student is a person with a documented disability protected under the ADA and Section 504 (please identify the diagnosis) and**
- ☐ **Identifies the major life activities** that are substantially limited by the disability or disabilities.
- ☐ **Lists or describes the accommodations being requested.**
- ☐ **Explains specifically how each accommodation serves** to alleviate or mitigate one or more of the described symptoms or effects of an existing disability **and**
- ☐ **When an Emotional Support Animal**, states **how** having the animal as a disability accommodation relates to the ability of the student to use and enjoy the dwelling provided by the college.

Evaluator's Contact Information:

Name: _____

Email address: _____

Address: _____

Telephone: _____ Fax: _____

Professional Signature: _____

License #: _____ Date: _____

- 3. Once required documentation is submitted and reviewed, the student will be contacted by the SDS.** This will be the groundwork for a welcoming and holistic interactive and personalized conversation between the student and the SDS of the student's disability effects or symptoms, accommodations that may have been effective in the past, accommodations presently being sought, and how accommodations may be implemented at the college. Disability documentation is typically reviewed on a weekly basis. Occasionally, the college may request additional information. FSC will determine for what accommodations the student is eligible.
- 4. A Consent Form is signed for each semester for which the student is seeking accommodations.**
- 5. The student's Accommodation Plan will be sent to the student's instructors and academic advisor for classroom accommodations and to whomever else the student has consented for non-academic accommodations.** For classroom accommodations, the student will initiate a conversation with each of their college faculty instructors to discuss how the accommodations will be implemented in a given class. In the case of ESAs, the student's roommates/suitemates, Community Living, Campus Safety and other offices will be notified of the student receiving approval for an Assistance Animal.

If accommodation changes are needed or if there are challenges with receiving accommodations, contact Dr. Marcie Pospichal 863.680.4197; Fax: 863.680.4195; Rogers Bldg. 120, disabilityservices@flsouthern.edu