

How to Register

STEP ONE: High School Intervention Specialist Sends Disability Documentation to Cincinnati State

Current documentation (within past 3 years) of the student's disability may be sent to the Office of Disability Services (ODS) via email disabilities@cincinnati-state.edu

- Acceptable forms of documentation include:
 - IEP (Individualized Education Plan)
 - ETR (Evaluation Team Report)
 - 504 Plans

If you have not contacted your intervention specialist for their assistance with this process, pause here. This is a requirement for registration with this office.

STEP TWO: Confirmation of Documentation Receipt

After documentation is received in ODS, the intervention specialist will receive a confirmation email along with next steps.

STEP THREE: Disability Services Manager Reviews Documentation

Manager determines appropriate accommodations for the student in postsecondary education setting. This information is sent to the intervention specialist to share with the student and their CCP instructor(s).

The student is now fully registered with the Office of Disability Services (ODS).

Taking Online, Web Synchronous, or In-person Classes in Future Semesters?

Once registered with ODS, CCP students may request their accommodation letter via e-Form.

The student's accommodation letter is sent to their instructor via email and the student included in copy.

For more information

Visit us on the web: www.cincinnati-state.edu/disability-services

Or email us: disabilities@cincinnati-state.edu