

STEP ONE FOR THE STUDENT: Disability Documentation

- Student submits documentation of disability that is *no more than 3-5 years current*
 - Acceptable forms of documentation include:
 - ETR (Evaluation Team Report)
 - IEP (Individualized Education Plan)
 - 504 Plans
 - Or, typed, signed letter on official letterhead from a medical doctor, clinical psychologist, licensed clinical social worker, or qualified professional/organization

All Diagnostic Reports must include:

- Student's Name
- Student's DOB
- Diagnosis
- The date of the most recent evaluation
- The diagnostic criteria or tests used
- The current impact of (or limitations imposed by) the condition
- Treatments, medications, devices or services currently prescribed or used to minimize the impact of the condition
- The expected duration, stability or progression of the condition.
- Clear description of the recommended accommodations
- The credentials of the diagnosing professional and handwritten signature

Note: If the disability is visible and the need for accommodations can easily be established, documentation may not be needed.

Documentation may be faxed by Professional or student, if desired, to: 513-569-4744

STEP TWO: Confirmation of Documentation Receipt

- **After documentation is received in Disability Services**, student will be sent an email to their Cincinnati State email account that documentation has been received along with next steps.

STEP THREE: Placement Testing (Accuplacer)

- **If the student is in the Admissions/Advising process** and needs accommodations for the Placement Test, contact the Office of Disability Services (ODS) to help facilitate these accommodations for the student. This will be followed by a notification from the Testing Lab to schedule a testing appointment.
 - *(Students - Please allow 7-10 business days from the time of request to hear from the Testing Lab re: an appointment for the test)*

STEP FOUR: Advising & Registering for Classes

- **After testing**, the student should see an advisor for assistance with determining the appropriate courses.

Business Technology	513-569-1620
Center for Innovative Technology	513-569-1743
Health & Public Safety	513-569-1670
Humanities & Sciences	513-569-1700
Middletown	513-217-3700

STEP FIVE: Schedule Meeting with ODS Manager

- **Once the student is registered for classes**, the student must then call our office to set up a meeting with the Disability Services Manager to discuss accommodation needs for their classes. The verification of accommodations letters for your instructors will be ready for you to pick-up in Disability Services shortly thereafter.

STEP SIX: Financial Aid

- Student should also follow up with Financial Aid to make sure all funding is in place, if needed.