

Services for Students with Disabilities

1400 East Hanna Avenue

Schwitzer #206

Indianapolis, Indiana 46227-3697

(317) 788-6153 (317) 788-6117 fax

Student Name: _____

Task	Date I sent or delivered:
Contact Services for Students with Disabilities to disclose disability and to receive necessary documentation forms	_____
Submit Disability Accommodation Request Form (DARF) to Services for Students with Disabilities	_____
Have Verification Form(s) (ADHD, LD, Psychological, Physical) completed by a licensed professional(s)	_____
Submit Verification Form(s) to Services for Students with Disabilities. <i>Note: Records submitted to SSD are systematically destroyed after 5 years. The student should keep the original copy of their documentation.</i>	_____
May receive letter of confirmation from Services for Students with Disabilities Office about documentation depending on time of request	_____
May need to meet with Services for Students with Disabilities to discuss accommodation requests	_____
Pick up from Services for Students with Disabilities copies of the individualized Memorandum of Accommodations at the beginning of the semester to be delivered to each professor	_____
Discuss approved accommodations with Academic Professors and any other appropriate department/office	_____
Distribute copies of the Memorandum of Accommodations to appropriate professors/staff and ask each Professors/Staff to sign your original Memorandum of Accommodations	_____
Submit original Memorandum of Accommodations with required signatures to Services for Students with Disabilities	_____
Discuss necessary accommodations for practica, clinical, fieldwork, and field trips with individual professors	_____
Discuss modifications to accommodations or concerns with Services for Students with Disabilities as needed	_____
At the beginning of each semester – request a revised Memorandum of Accommodations from Services for Students with Disabilities	_____