

General Steps to Obtain Accommodations in Post-Secondary Education

1. **Make an appointment** with a counselor/representative in the **Students with Disabilities Office** on your prospective college/university campus. You need to disclose your learning difference because this is the only way the school is going to know. During your meeting be prepared to discuss your disability, your academic strengths, areas of need, and what accommodations do you **need** to be successful.
2. Provide a **copy of your reevaluation report**. This is the most important document to submit. The disability coordinator will read the report, and review the educational test results to determine what accommodations you are eligible for in college.
3. Provide a copy of your IEP for reference purposes. They may review the document to see what accommodations you were provided in high school that helped you be successful. **Remember there are no IEP's in college**, they do not carry over. Once you graduate from high school this document is no longer in effect.
4. If the Students with Disabilities Office determine you qualify for accommodations, they will provide you with an **accommodation letter**. You then, will personally give the letter to each of your professors. The office will not inform your professors. You have the freedom to determine which professors you inform or not.
5. It is advantageous to **make an appointment with your professors** before the first class or at the beginning of the semester, during their office hours. Use this meeting to provide him/her the letter and discuss the accommodations. Professors typically are helpful and understanding but you need to approach them. Do not wait until you do not do well on the first test to give the professor the letter. **Be an advocate for yourself early**. This is crucial for success.
6. Professors **MUST** keep the information confidential and **MUST** provide the accommodations that are specified in the letter.

REMINDER: Please talk to the Students' with Disabilities Office on your prospective campus for more specific information.

In addition, as you are doing your college research and/or visiting college campuses, it is important to visit the Disabilities Office to learn about the accommodations and services they offer before you make your final decision.