How To:
Submit an Initial Request for Services

PROCESS TO **INITALLY** REQUEST ACCOMMODATIONS

STEP 1 – Submit the Initial Request for Accommodations form with documentation from a qualified professional verifying diagnosed disability or disabilities.

STEP 2 – Schedule & attend an intake meeting with a Case Manager to discuss the Disability Support Services (DSS) process and your request for academic accommodations.

STEP 3 – Schedule & attend a decision meeting with your Case Manager to discuss accommodations decisions, procedures for accommodations (if approved), and coordination of services (if approved).

STEP 4 – Verify approved accommodations
If approved for accommodations, the Case Manager will send Faculty Notification Letters (formally known as Letters of Accommodations) via email to inform the instructors of approved accommodations. A copy will be sent to the student's school email. This process activates accommodations, however students and instructors are encouraged to meet to clarify delivery of accommodations and course requirements.

Step1: Initial Application

1. Visit the DSS website: https://www.tamusa.edu/disability-support-services/

2. Scroll down to "*Welcome Jaguars*" and select "**New Applicants**" under "*New to DSS?*"
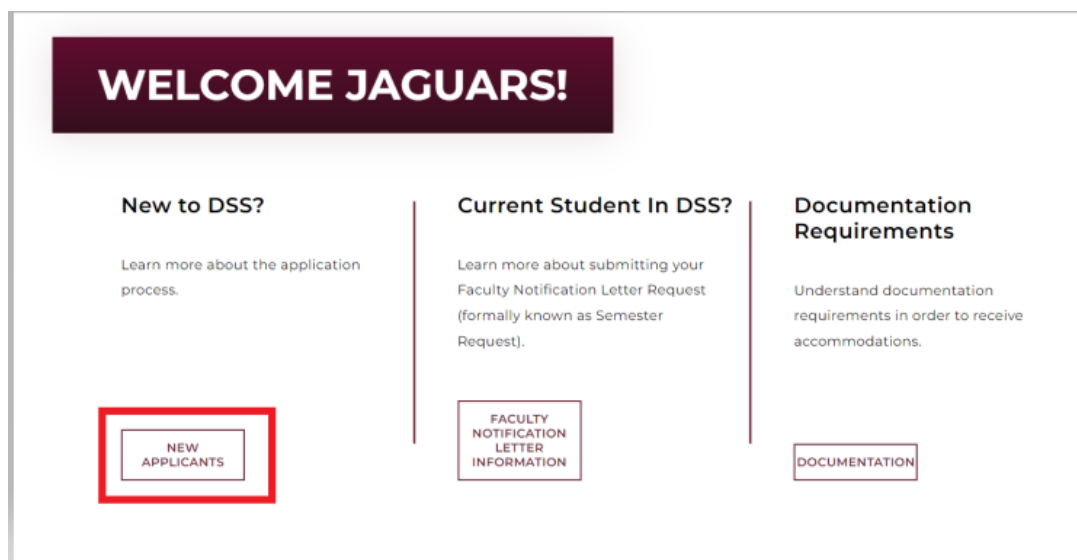
3. Use your phone to scan the QR code OR click "***Initial Request***."

Initial Request for Services

STEP 1 – Submit the Online Initial Request for Accommodations. Review Documentation Requirements.

| INITIAL REQUEST | DOCUMENTATION REQUIREMENTS |

4. Complete all required fields as stated below. If possible, provide the additional information requested:
    a. Start Term
    b. First name
    c. Last Name
    d. Email Address
    e. Local Address
    f. Questions
        i.   Identify your diagnosed disability or disabilities.
        ii. Describe how your disability, or disabilities, affect(s) you academically.
        iii. What accommodations are you requesting?

5. Press "**Submit Application**" when you are finished.

If you have any questions, please contact Samantha Broughton at
samantha.broughton@tamusa.edu

Step 2: Submit Documentation to Support your Request for Accommodations

After submitting an application, a second page will allow the student to upload any relevant supporting documentation. This documentation from external sources may include educational or medical records, reports, and assessments created by health care providers, psychologists,

diagnosticians, and or the educational system. This documentation should provide diagnostic information as well as information on the functional impact of the disability so that effective accommodations may be identified. Inadequate information or illegible documents will delay the Case Review Process.

** If the applicant does not have supporting documentation to upload when completing the application, they can still submit the Initial Application. Upon submission the student will receive a confirmation email that will include a link to upload additional information, when available. In order to be approved for accommodations, documentation will need to be provided.