

Appropriate Disability Information

As a student requesting disability-related aids and services, you must provide disability information to Disability Support Services (DSS) as part of the DSS registration process. All disability information filed with DSS is kept confidential and secured; DSS files are protected under FERPA. No student should delay meeting with DSS out of concern for not having appropriate paperwork. Remember, to register with DSS, you must also schedule a meeting with the coordinator, as well as to discuss the required DSS registration forms that you need to complete.

Completing the Initial DSS In-take Worksheet is part of providing this disability information, and you can locate the worksheet on the DSS website or requested from DSS staff. This worksheet will be discussed with the DSS coordinator during the registration process.

It is also expected that you submit a professional assessment or evaluation from a licensed physician, psychologist, psychiatrist, audiologist, speech pathologist, physical therapist, occupational therapist or other health care provider who is qualified in the diagnosis of the disability. This disability information must provide information about: (1) the student's present level of functioning in the major life activity affected by the disability, (2) data that support the request for each particular accommodation sought by the student, and (3) other information reasonably requested by DSS to determine the qualification of the student and the accommodations needed. The student shall provide the necessary information to the DSS Coordinator. The cost of providing this information is the student's responsibility.

More specifically, the disability information from the qualified professional should include:

1. Recent assessment to show the current impact of the disability. It is expected to be on formal forms/reports or letterhead; however, prescription pad notes are not considered appropriate forms of disability information.
2. The signature and licensing of the doctor, psychologist, or qualified professional writing the documentation along with the date.
3. Specific diagnosis. This can also be a very descriptive blurb about the situation or what is going on with the individual's health physically, physiologically, psychologically, etc.
4. Evaluations or tests used to determine the diagnosis along with the results, scores, and summary. When appropriate, this could include DSM-IV criteria met, summary of MRI results, etc.
5. A professional assessment of how the disorder affects the student academically and why specific accommodations may be needed. This description should include the status of the condition, such as temporary with an expected end date or permanent status. (This specific portion of the documentation is an essential and extremely significant piece of disability information, so the more details the better.)
6. Recommended accommodations due to how the disability specifically affects the person. These will be starting points of the conversation with the student and DSS; however, these are not guaranteed to be approved as accommodations when attending Cal. Lutheran. Approved accommodations are determined after the DSS coordinator has discussed the needs with the student, reviewed the disability information, and any other pertinent information has been reviewed.

Information can be submitted to DSS in-person, faxed to 805-493-3472 with attention to DSS coordinator, scanned/emailed to DSS@callutheran.edu along with a message explaining who this is regarding, or mailed to the below address.

California Lutheran University
C/O Wendy Jimenez
60 W. Olsen Road, #5300
Thousand Oaks, CA 91360

The university reserves the right to require further disability information, evaluation and/or recommendations. These costs are the responsibility of the student. A list of testing resources is available by contacting DSS.

In order for a student to request copies of his/her disability information, a formal request must be submitted to the DSS coordinator; this form can be requested from DSS or printed from the website.

The files of DSS students are kept for at least seven years after the student has left Cal. Lutheran. The DSS files for students who do not complete the DSS registration process will be kept for at least one year.