

TBCC ID# \_\_\_\_\_ Student Name \_\_\_\_\_

Date of First Interview \_\_\_\_\_ Advisor \_\_\_\_\_

**In addition to this form, a student requesting support services must:**

- Complete an Accommodations Request Form
- Submit proper documentation supporting the disability

**Documentation requirements**

- A qualified professional should conduct the evaluation and provide name, title, professional credentials, including information about state licensure or certification number.
- The evaluation should include the diagnosis and be dated.
- The document will include the original signature of the professional responsible for the assessment of functioning.
- The evaluation must be current. Disabilities may change in severity over time and documentation should support current accommodation needs. Generally most evaluations must be completed within the last three years.
- Recommendations and rationale for accommodations and/or assistive technology must be based on the analysis of the functional impact of the diagnosis.
- Services, accommodations, and/or assistive technology will be determined on an individual basis upon documentation review and consultation with the disability service professional. Insufficient documentation may result in the delay of services and accommodations.

It may take at least two weeks before accommodation can be put into place so allow plenty of time for the ordering of textbooks in alternative format, distribution of equipment, scheduling of interpreters and scheduling of testing accommodations.

**Term by Term Accommodations**

You will need to schedule an appointment with a Career Education Advisor before each term starts. Accommodations will not be provided without this appointment to discuss specific needs and to request accommodations **prior to each term**.

**Student Information- Please help us serve you better by telling us about you.**

What are your academic strengths?

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What are your academic areas of concern?

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Describe your current disability and how it affects your success as a student at TBCC

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Describe how you study for tests?

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What accommodations have you used in the past and in what context?

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**Agreements**

*I certify that all answers and statements I have made on this intake form are true and complete to the best of my ability.*

*I give permission for my Career Education Advisor to share additional disability related information, as appropriate, with instructors, staff, or tutors to maximize my academic support.*

*I give permission for instructors, staff, or tutors to share disability related information, as appropriate, with my assigned tutors, or my Career Education Advisor to maximize my academic support.*

Signature \_\_\_\_\_ Date \_\_\_\_\_