

Semester _____ Year _____
W _____
(Identification Purposes Only)



PRINT BOTH SIDES AND SIGN
Return to:
Walters State Community College
Student Support Services - SSB U130
500 S. Davy Crockett Parkway
Morristown, TN 37813-6899
Phone: 423-585-6860 or 423-585-6893
or Fax: 423-318-2344

SELF-DISCLOSURE FORM

Full Name _____
Last First Middle

Address _____
Street or Route

City State Zip Code

Telephone Number _____ Age/DOB _____
Home Cell

Major/Career Goal _____ Campus(es) Attending _____

Current Employment _____ Marital Status _____

Description of Disability _____

What limitations does your disability create in the classroom? (be specific)

List all accommodations you are requesting for college:

Please read the following statements and put your initials in the boxes if you agree.

I understand that it is my responsibility to provide all medical documentation from the appropriate professional before I will receive accommodations.

I understand that an Educational Support Plan will be sent to my instructors each semester ONLY upon my request. I must make this request prior to the beginning of each term and it is my responsibility to initiate contact with the instructor to activate plan.

I give permission for the exchange of information between Walters State Community College staff, parents/guardians and other professionals needed to execute the Educational Support Plan.

I hereby authorize the office of Disability Services to discuss with my parents or guardians my academic progress or lack of academic progress, any social issues or any other issues related to my success at Walters State Community College.

I authorize Disability Services to release information to the following:

Name _____ Date _____

This authorization expires in one year and may be revoked in writing to this office.

Check name of appropriate agency/agencies providing assistance:

- Department of Vocational Rehabilitation Services Name of Counselor _____
- Veterans Administration Name of Counselor _____
- Other _____
Name of Agency

IMPORTANT INFORMATION FOR STUDENTS REQUESTING ACCOMMODATIONS

Students who are requesting accommodations due to disability in accordance with Americans with Disabilities Act of 1990 as amended in 2009 and Section 504 of the Rehabilitation Act of 1973 must provide the appropriate documentation of disability before eligibility can be determined. No accommodations will be made until eligibility is determined through a review of the student's documentation by the WSCC Department of Disability Services. WSCC does not recognize a student's Individual Education Plan (IEP) as documentation of disability but the information contained in the IEP may be helpful when evaluating accommodations.

Requests for accommodations are best made at the beginning of each semester although they can be made at any time throughout a semester. Last minute requests may result in a delay in receiving the accommodations.

WSCC does not provide any diagnostic services. WSCC does not request documentation from any source; it is the responsibility of the student to obtain the documentation and present it to the WSCC Disability Services Office.

The following guidelines have been developed for the documentation used to establish eligibility:

Documentation must be current. The impact of a disability may change over time and documentation must reflect current functioning and the current need for accommodations. Documentation of cognitive disabilities must be less than 3 years old. Documentation of a mental health diagnosis must be less than 1 year old and be updated annually.

Documentation must come from a licensed medical or psychological examiner. The documentation must be on official letterhead and be signed by the medical or psychological professional. Reports by nurses, counselors, social workers or those written on prescription pads are not acceptable.

Documentation must be comprehensive. Documentation must consist of the evaluation performed or a summary of the evaluation, the date it was performed, a statement of the diagnosis and its impact in the academic setting, the credentials of the professional who performed the evaluation, and it must be signed by the diagnosing professional. The diagnosing professional must be trained and have expertise in the field relevant to the diagnosis.

All documentation is and will remain confidential. ***No copies of documentation received by the WSCC Disability Services Office will be made for anyone or for any reason.*** Students are encouraged to retain copies of their documentation for their own records. Documentation can be submitted to the address below in person, by fax, by mail or by e-mail.

Walters State Community College, Disability Services, U-130
500 South Davy Crockett Parkway
Morristown, TN 37813
Telephone: 423-585-6860 / 423-585-6893 / Fax: 423-318-2344
Amy.Jackson@ws.edu

I have read and understand the above information.

Signature

Date