



Muhlenberg College
Office of Disability Services
Disability Determination Process Checklist

All items listed below need to be completed in order for the Disability determination Process to be completed. Items may be submitted individually or as part of a comprehensive packet.

_____ Student Interview #1– via phone conference or in person

_____ Student Interview #2– via phone conference or in person

(Case specific- more than one conversation may be warranted)

_____ Parent Interview (optional)

_____ Current Documentation*

- ✓ submission of evaluation(s) from Qualified Professional(s)
- ✓ refer to Documentation Guidelines for specific condition guidelines
- ✓ submission of documentation for **EACH** condition impacting student's profile and performance

_____ Completed Disability Disclosure Document*

_____ Supplemental Documentation may include, but not limited to:

- SAT/ACT Eligibility Letter of Accommodations
- Current Individual Education Plan (IEP) or Current 504 Plan
- Learning Profile
- Previous Educational Evaluations
- Previous Medical Evaluations

Timelines & Expectations: The completion of Disability Determination Process will take approximately one month after the date of submission of all required steps indicated above.

Accommodation Plan development: A discussion of reasonable accommodations supported by the documentation and case history is subsequent to the Disability Determination Process being completed. The development of Accommodation Plans is a collaborative process that occurs with the student at the beginning of each semester they are in attendance at Muhlenberg College.

**The Documentation Guidelines and Disability Disclosure Document are located on the Muhlenberg College Office of Disability Services website for your convenience.*