**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 appropriate DSS personnel, and complete the registration forms. Visit the REGISTER tab on our website for more details - www.callutheran.edu/disabilities

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 DSS personnel. 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. The qualified professional should be licensed/credentialed and working from the student’s hometown area or the state of California.

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 appropriate DSS personnel 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, 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 Disability Support Services  
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 their disability information, a formal request must be submitted to DSS; this form can be requested from DSS or printed from the website.

The files of DSS students are kept in accordance to FERPA. The DSS files for students who do not complete the DSS registration process will be kept for at least one year.

Other institutions and/or test agencies may have different criteria for a student with a disability to receive accommodation than required by Cal Lutheran.