



Office of Disability Services  
Room 319  
1000 Massachusetts Avenue  
Cambridge, MA 02138

## The Process to Receive Disability Services

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| <p><input type="checkbox"/> disclose to the Office of Disability Services (ODS) by phone, email, or in person</p> <p><input type="checkbox"/> provide ODS with documentation of your disability through fax, mail, email, or in person</p> <p><input type="checkbox"/> complete an initial intake by phone or in person with ODS</p> <p><input type="checkbox"/> receive an email from ODS listing the accommodations that the school has granted</p> <p><input type="checkbox"/> reply to the email indicating that you accept the accommodations</p> <p><input type="checkbox"/> receive letters of accommodation for each class for the upcoming semester*</p> |
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\*It is your responsibility to disseminate letters to faculty. You must alert ODS each semester that you plan to use accommodations.

## Disability Declaration and Documentation Policy (Partial)

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Students with disabilities at Cambridge College are encouraged to contact the Office of Disability Support (ODS) to request appropriate services but are not required to disclose any disability. All students seeking accommodations under the Americans with Disabilities Act must self-identify with ODS and provide appropriate information. Students must disclose disability directly to ODS in order to receive status as a student with a disability. Disclosure to faculty, admissions counselors, or other staff members is not considered official disclosure.

### Appropriate Documentation

ODS asks students who request disability accommodations to describe their disability, their past use of accommodations, and the disability's likely impact on their educational experiences. Documentation provides a valuable tool for helping Cambridge College understand how courses, systems, and facilities may present barriers, and for planning strategies, including reasonable accommodations, that provide access. ODS uses external documentation to augment conversations with students and to support requests for accommodations.

Types of documentation supportive of requests include medical records, psycho-educational testing, school records, and letters or affidavits from mental health professionals. If students do not have copies of this type of information, they are welcome to meet with ODS to discuss other ways to demonstrate a connection between the condition and academic barriers anticipated or currently being faced.

Any expenses incurred in the obtaining of professional verification are the individual's responsibility. The following documentation criteria will be used:

1. The documentation must state the diagnosis
2. The documentation must state the functional limitations of the diagnosis as they pertain to academics
3. The documentation must state recommendations for academic accommodations

All documentation must:

- Be signed by the treating clinician and be written on official letterhead
- Be recent except in cases of neuropsychological testing done as an adult
- Be complete (all pages included) except in cases of neuropsychological testing where students might prefer to omit personal background or history

#### Treating Clinician

Treating clinician is defined as a qualified, licensed health care professional, currently or recently associated with a student. Family members who are health care providers or work colleagues associated with students may not act as treating clinicians for the purposes of providing disability documentation.

### Policy on Confidentiality of Disability Documentation and Status

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ODS is committed to ensuring that all information and communication pertaining to a student's disability is maintained as confidential as required or permitted by law. The following guidelines about the treatment of such information have been adopted by ODS. These guidelines incorporate relevant state and federal regulations.

1. This information is protected by the Family Educational Rights and Privacy Act (FERPA). All records received and kept by the ODS are considered educational records. All documentation is kept in secure files, with access limited to the Coordinator of Academic and Disability Support.
2. No one will have immediate access to student Disability Support Services files except authorized staff. Any information regarding a disability is considered confidential and will be shared only with others within Cambridge College who have a legitimate educational interest.
3. Sensitive information in student disability files will not be released except in accordance with federal and state laws.
4. A student's file may be released pursuant to a court order or subpoena.
5. The student's disability file is separate from the student's educational record. If a student wishes to have information about his/her disability shared with others outside the institution, the student must provide written authorization to ODS to release the information.
6. The student should understand that there may be occasions when ODS will share information regarding a student's disability if circumstances necessitate the sharing of information and ODS has determined that there is an appropriate, legitimate, educational need to know.
7. A student has the right to review his/her own ODS file with reasonable notification.

Upon agreement of disabilities with ODS, students who take classes at a Cambridge College regional center will be asked if they would like their accommodations disclosed to regional center directors or to student service coordinators. Based on the student's response, staff at regional centers will be notified appropriately.

**I have read and understand the policies and process for receiving disability services.**

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Name

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Date