



## **Disability Services Transfer Best Practices**

### **Preparing to Transfer**

- ◆ Be available, either in person or by phone, to prospective student to answer questions about specific accommodations and delivery of services on campus.
- ◆ Communicate clear steps needed to transfer between institutions as a student with a disability.
- ◆ Communicate information outlining role and requirements of documentation in process.
- ◆ Use common Transfer of Documentation Form to streamline accommodation documentation sharing between DS offices.
- ◆ Share a transfer checklist that includes overview of timelines and deadlines related to transfer including information about transferring accommodation and documentation information.
- ◆ Partner with admissions and advising offices on best ways to share contacts and information of DS offices on campuses with students once admitted.

### **During the Transfer Process**

- ◆ Partner with Admissions, Registration and/or Orientation offices on campus to determine best avenues to reach and connect students with DS Office for timely accommodations.

### **Arrival at College Post Transfer**

- ◆ Engage with student in the interactive process to determine access needs, including the consideration of provisional and/or temporary accommodations if enough information is present to start the process.
- ◆ Work with faculty and student to ensure effective implementation of approved accommodation while also maintaining academic standards of courses and programs.
- ◆ Share college disability accommodation statement with faculty for placement into their syllabus.
- ◆ Communicate widely college grievance procedure, web and print, and again shared with student if an accommodation is denied by the DS office along with next step options.
- ◆ Establish annual outreach and training plans focused on educating faculty to the accommodation process and working with students with disability. Consider training that reaches faculty across multiple modalities.
- ◆ Include students with disabilities in administrative committees related to accessibility.