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| University of Houston-Clear Lake [Disability Services](http://www.uhcl.edu/disability)  2700 Bay Area Boulevard  Houston, Texas 77058-1098 | Phone: 281-283-2648  Fax: 281-283-2624 [disability@uhcl.edu](mailto:disability@uhcl.edu) |

# Disability Services Transition Checklist

## While still in high school, you need to:

### Understand your disability:

* Talk to your parents, doctor(s), high school teachers, and guidance counselors to learn about your disability.
* Understand your strengths and limitations.
* Confirm that your documentation reflects your current level of functioning.
* Review your disability documentation and understand what it says.
* Understand how your disability might impact your choice of major and future employment.

### Actively participate in transition-related activities:

* Participate in IEP/504 plan meetings.
* Understand how the accommodations you receive are related to your disability.
* Learn to express your current and future needs, concerns, interests, and preferences.
* Research how high school and higher education differ from one another, especially for individuals with disabilities.
* Know your rights and responsibilities as an individual with a disability.

### Create a personal information file with disability-related information which includes:

* Disability documentationd
* Current high school records (e.g., grade transcript)
* College entrance exam results/information (SAT, ACT) and the accommodations used for them, if applicable
* Current IEP/504 plan (if you have one)

## While transitioning to UHCL, you need to do the following:

* Contact Disability Services to inform us that you have been accepted to and will be attending UHCL.
* Complete the Disability Services registration process by submitting the Initial Accommodation Request Form and providing appropriate documentation.
  + Review the documentation guidelines. We strongly recommend forwarding the documentation guidelines to the professional who will be producing the disability documentation and/or assessment on your behalf.
  + Include any supporting materials, such as records of accommodations/services provided at any previous academic setting (e.g., IEP, Section 504 plan) or for any national standardized exams (e.g., SAT, ACT).   
    **Note**: Supporting materials by themselves may not be sufficient documentation.
* Contact Disability Services once you have fully completed the registration process to discuss your accommodation needs.
  + Complete the process to avoid delays should you decide to request them later, even if you are not sure you will need accommodations at UHCL.
* Determine which placement examinations you will need to take and inform Disability Services if you need accommodations for them.
* Consider issues and topics that may impact you when selecting courses when you meet with your academic advisor during your advisement session. Academic Advisement 101 for Students with Disabilities is a document created to assist students with disabilities during the advisement process.
* Arrange other supports not provided by UHCL (e.g.: securing a personal care attendant, counseling, or medication management).
* Check your new UHCL email account on a regular basis.  
  Most communication from Disability Services and other campus offices will be made through your UHCL email account.
* Prepare for New Student Orientation  
  Contact Disability Services if you need accommodations for orientation.

Source: Adapted from the National Center for Learning Disabilities, Inc. © 2008

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