



Disability Services Transition Checklist

While still in high school, you need to:

1. Understand your disability:

- Talk to your parents/guardians, 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.

2. 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.

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

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

Please turn over for page 2.



While transitioning to Texas State University, you need to do the following:

- Prepare for New Student Orientation. Contact the Office of Disability Services (ODS) if you need accommodations for orientation.
- Contact ODS to inform us that you have been accepted to and will be attending Texas State University.
- Complete the ODS registration process by submitting the Confidential Student Information (CSI) 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/504 plan) or for any national standardized exams (e.g., SAT and/or ACT). **Note:** Supporting materials by themselves may not be sufficient documentation.
- Contact ODS once you have fully completed the registration process to discuss your accommodation needs.
 - Even if you are not sure you will need accommodations at Texas State University, you may want to complete the process to avoid delays should you decide to request them later.
- When you meet with your academic advisor during your advisement session, consider issues and topics, which may impact you when selecting courses. Academic Advisement 101 for Students with Disabilities is a document created to assist students with disabilities during the advisement process.
- Contact your advisor to determine which College Level Examination Program (CLEP) tests you will need to take. Inform ODS if you need any accommodations for them.
- Arrange other supports not provided by Texas State University (e.g., securing a personal care attendant, counseling, or medication management).
- Check your new Texas State Email (BobcatMail) account on a regular basis. Most communication from ODS and other campus offices takes place via your BobcatMail account.

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