

CENTER FOR STUDENTS WITH DISABILITIES

Welcome to the Center for Students with Disabilities! Please take a few minutes to complete these forms so that we may better assist you. This information will aid us in determining reasonable and appropriate accommodations and services.

NAME _____ PEOPLESOFT ID# _____ DATE _____

CELL PHONE # (_____) _____ PREFERRED E-MAIL _____

CAMPUS YOU ARE ATTENDING _____ REFERRED BY _____
(e.g., Storrs, Stamford, etc.)

DID YOU TRANSFER FROM A UCONN REGIONAL CAMPUS? NO YES _____
(e.g., Avery Point, Hartford)

ARE YOU A MILITARY VETERAN? NO YES DO YOU LIVE ON/OFF CAMPUS? ON CAMPUS OFF CAMPUS

OFF CAMPUS ADDRESS _____
Street Town/City Zip Code

WHAT ARE YOUR REASONS FOR CONTACTING THE CSD _____

PLEASE CHECK THE CATEGORY THAT BEST DESCRIBES YOUR CONDITION (Check all that apply and provide a brief description):

- ADHD (e.g., combined type, inattentive type, hyperactive/impulsive type) _____
- Autism Spectrum (e.g., Asperger's, PDD) _____
- Chronic Health (e.g., diabetes, Crohn's disease, asthma, allergies) _____
- Deaf or Hard of Hearing (e.g., sensorineural, conductive) _____
- Learning/Cognitive (e.g., dyslexia, processing speed) _____
- Neurological (e.g., migraines, epilepsy, paraplegia, TBI, concussions) _____
- Physical (e.g., arthritis, amputee, spina bifida, temporary injury) _____
- Psychological (e.g., depression, anxiety disorder) _____
- Visual (e.g., legally blind, glaucoma) _____

CONTACT INFORMATION FOR A PARENT OR OTHER FAMILY MEMBER (OPTIONAL)

Parent/family member’s name_____

Relationship to you_____

Parent/family member’s email_____

Parent/family member’s phone_____

RELEASE AUTHORIZATIONS

The Center for Students with Disabilities (CSD) engages in an interactive and collaborative process with students in order to determine eligibility for reasonable accommodations. Part of this process includes the submission and review of documentation related to the reported condition(s). At times, additional information may be requested from treatment providers, parents and/or family members. Documentation provided to the CSD is confidential and only shared with others (e.g., Dean of Students, Student Health Services, etc.) with the expressed written permission of the student (which may include e-mail), or if there is a compelling reason, such as a threat to an individual’s safety and/or emergency situation.

I understand that any authorizations I make here may be withdrawn by me at any time through a written, signed and dated request (which may be done via email) or in conference with a CSD professional staff member. I give permission for the CSD to release and/or obtain information related to my condition(s) to/from the following:

- 1. Treating physician, psychiatrist, therapist, counselor, etc. **Authorize*** **Do not Authorize**
- 2. Parents, guardians and/or designated family member(s) **Authorize*** **Do not Authorize**

***If any exceptions apply to these authorizations, please indicate here:**

On occasion, the CSD receives requests from researchers or other third parties wishing to conduct research studies. In the case where a research study, approved by the University of Connecticut’s Institutional Review Board (IRB), seeks students with disabilities as participants, CSD will disseminate information regarding details about the research study directly to students that are potential participants. The CSD will not share personal student information including names, e-mail addresses and/or other personal information with any researchers or third parties.

The CSD may also survey students that use the Center’s services. The information gathered through these surveys is used for the improvement of programs and services offered by the CSD. For additional information regarding policies and procedures related to research, please visit www.irb.uconn.edu or www.csd.uconn.edu. Students may also contact Jennifer Lucia, Associate Director, Center for Students with Disabilities, at (860) 486-2020 or jennifer.lucia@uconn.edu with any questions.

Please indicate your permission for the CSD to provide you with information regarding research studies: **Authorize** **Do not Authorize**

Print Name

Signature

Date

CONFIDENTIALITY AND MAINTENANCE OF RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that affords students certain rights regarding their education records. Education records are broadly defined as those records, files, documents or other materials that contain information directly related to a student and are maintained by the University. For the purposes of FERPA, the University considers all students independent. Therefore, except as provided below, information from a student's education records will not be provided to parents without written consent of the student. For additional information regarding FERPA, please refer to <http://ferpa.uconn.edu>.

Please note the following:

- The Center for Students with Disabilities (CSD) is the University agent charged with the responsibility for collecting and maintaining documentation related to students' requests for accommodations.
- Documentation provided to the CSD is deemed private and will generally be shared with others ONLY with the express written permission of the student. The University reserves the right to share such information without consent as deemed appropriate by the University, such as where there is a threat to an individual's safety and/or emergency situation, or as otherwise required by law.
- All documents submitted to the CSD are maintained in a private, electronic case management system, including information about student demographics, academic programs, documentation of the condition(s), accommodations and student contacts with the CSD.
- The CSD's electronic case management system is hosted on a secure server and is developed and maintained using industry best practices. The CSD's electronic system does not share information with other databases throughout the University (e.g., PeopleSoft).
- Any documents provided to the CSD in paper form are scanned, uploaded to the electronic case management system, and then shredded immediately.
- Access to the electronic case management system is limited to authorized CSD personnel only.
- Once a student no longer has contact with the CSD (e.g., graduates, leaves the University, etc.), student files are securely stored in accordance with the State of Connecticut's Records Retention and Disposition schedule, available here: <http://ctstatelibrary.org/wp-content/uploads/2015/05/S5-Higher-Education.pdf>.

Please check one:

- I understand the confidentiality and maintenance of records statement.
- I do not understand the confidentiality and maintenance of records statement and wish to discuss it further with a member of the CSD staff.

