

STUDENT NAME

DATE

BANNER #

Contact Phone # : \_\_\_\_\_

Accommodations needed beginning \_\_\_\_\_ semester

**DISABILITY SUPPORT SERVICES  
NEW STUDENT FILE CHECKLIST**

Date	Activity	Staff Initials
	Submitted ApplyTexas on _____	
	Submitted FAFSA on _____	
	Student completes an <b>Initial Request for Services</b> Form	
	Photo ID : either PAC ID or TX DL or TX ID; Other: _____	
	Documentation Status / Comments Type: _____ From (HS, MD, VA, DARS, Other) : _____	
	Documentation Received	
	Enrollment Management <ul style="list-style-type: none"> <li>○ @ WAC - "My Map" steps</li> <li>○ @ Admissions – Transcript ( High School, Other Colleges, Other )</li> <li>○ @ Admissions – BM Shot, if applicable</li> <li>○ Placement test Pending / Completed, Scheduled with DSS: _____</li> <li>○ @ WAC - NSO, dated: _____</li> <li>○ Enrollment Pending / Registered (semester) : _____</li> <li>○ Financial aid: N/A Pending / Completed</li> </ul>	
	Assigned to Counselor/Coordinator for review (reviewer name _____)	
	Counselor reviews and forwards file to DSS staff to set-up appointment	
	<b>INTAKE</b> appointment set for _____	
	Counselor/Coordinator completes Intake Packet and forwards to DSS staff to: <ul style="list-style-type: none"> <li>○ add Student's Name &amp; info to Current Database</li> <li>○ Generate Letter of Accommodation LOA in Word &amp; Scan into PDF with Signature(s)</li> <li>○ LOA is emailed to student along with current ETT form</li> </ul>	
	DSS staff creates permanent Blue folder for <b>ACTIVE</b> filing Cabinet	
	<b>INACTIVE</b> file status – case closed – Inactive Pink Folder created	