



## **Disability Service Transfer Checklist**

### **Timeline to Transfer Between Disability Services Offices**

*Disclaimer: Timelines are important and students are responsible for the actions below.*

#### **Transferring From 2-Year College to 2-Year College**

6 weeks prior to quarter:

- ◆ Request disability documentation to be transferred from current school to new school.
- ◆ Contact future school to complete the getting started process for that school.

#### **Transferring From 2-year College to 4-Year College or University**

2-3 quarters or 2 semesters prior:

- ◆ Review housing application and request process. See various schools housing deadlines.

2 quarters or 1 semester prior:

- ◆ Review your healthcare information and update temporary and chronic conditions impacts if your future school needs updated information.

1 quarter prior:

- ◆ Request disability documentation to be transferred from current school to new school.
  - Complete Release of Information to have documents sent to new school.
- ◆ Self-ID to future school and complete the getting started process for that school.
  - It can take 1-5 weeks to get completely set up with a DS based on different variables so students are encouraged to touch base early with DS offices.

#### **Steps**

- ◆ Have Intake Form transferred to new institution.
- ◆ Disability Documentation:
  - Health Care Information
  - Letter of Accommodation from prior schools that outlines approved accommodations.