

# STUDENT ACCESSIBILITY SERVICES

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Website: <https://www.washburn.edu/studentaccessibility/index.html>  
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Plass Learning Resources Center, Room 316  
(785) 670-1629  
[accommodations@washburn.edu](mailto:accommodations@washburn.edu)

The Student Accessibility Services office is responsible for assisting in arranging reasonable accommodations and for identifying resources on campus for students with disabilities.

## Documentation Requirements

Qualified students with disabilities must register with our office to be eligible for services. The office **MUST** have current documentation on file in order to provide services.

Documentation includes:

- Diagnosis of a specific disability by a professional qualified in the area of the disability (i.e. licensed therapist, primary care provider, or tester)
- States how the disability substantially limits a major life activity
- Explains how the disability affects the students academic performance
- Additional documentation guidelines can be found in our helpful documentation guide (<https://www.washburn.edu/studentaccessibility/files/helpful-documentation-guide.pdf>)

Services are identified to meet the needs of individuals based on their specific disability. Accommodations can include: note takers, test readers/scribes, adaptive technology training, braille materials, or other necessary accommodations.

**Requests for accommodations should be submitted at least TWO MONTHS before the services will be needed. However, if you have a current accommodation need, please contact the Student Accessibility Services staff immediately.**

## Service Request Forms

In order to provide appropriate accommodations for students with disabilities, individuals (new and returning students) must complete a Accommodation Request Form every semester services are needed. New students additionally must request their medical provider, physician or therapist to complete the Disability Impairment and Assessment form. For more information and forms, please visit the Student Accessibility Services (<https://www.washburn.edu/studentaccessibility/>) website.