

## **Student Requests for Disability Documentation**

San Bernardino Valley College's Student Accessibility Services (SAS) is dedicated to supporting students in achieving their academic goals by providing accommodations and services. This policy provides the basis by which SAS handles disability verification documentation requests from students. The procedure outlines the steps that students need to take in order to request and obtain selected disability verification documentation.

### **POLICY**

#### **Disability Verification Records**

Disability verification documents that are submitted to SAS by the student during the application process are confidential and considered part of the student's educational records. In compliance with federal and state regulations, including the Family Educational Rights and Privacy Act (FERPA) and relevant disability laws, SAS cannot release copies of disability verification documents that have been provided by third parties (e.g., healthcare providers, agencies, or schools). These documents are securely retained within SAS and are used solely to determine eligibility for services and accommodations. **Students needing copies of disability documentation submitted to SAS by a third party should contact the third party (i.e., the original source) to obtain this documentation.**

### **PROCEDURE**

#### **Release of Academic Accommodations Plan (AAP)**

Students may request a copy of their Academic Accommodations Plan (AAP). The AAP is an official document that outlines the accommodations approved by SAS based on the student's disability-related educational limitation(s). To request a copy students must complete and submit an online request through this link: [SAS File Request](#).

#### **Release of Learning Disability Assessment Results**

Students who have participated in a Learning Disability Assessment administered by the SAS Learning Disabilities Specialist, may request a summary report of the assessment results outlining relevant findings and recommendations for accommodations. To request a copy students must complete and submit an online request through this link: [SAS File Request](#).

Please note that raw data from the assessment or specific testing protocols cannot be released, as they are protected under professional guidelines and ethical standards.

#### **Questions and Support**

For any questions regarding this policy or assistance with the online request form, please contact the SAS office. We are here to help you navigate your educational journey.

#### **Contact Information:**

San Bernardino Valley College - Student Accessibility Services

Phone: (909) 384-4443

Email: [SBVCSAS@ValleyCollege.edu](mailto:SBVCSAS@ValleyCollege.edu)