

# Oxford Academy of Hair Design

## **Disability Disclosure Document & Intake Information Form**

Oxford Academy of Hair Design is committed to ensuring that all qualified students with disabilities are provided reasonable accommodations, auxiliary aids, and services to ensure full access to programs and services. Students with disabilities who will be requesting accommodations, auxiliary aids, and services are encouraged to identify these needs to the Administrators office as soon as possible after their application t has been accepted. Submission of current, detailed, disability-related documentation along with the completed Disability Disclosure Document/Intake Information Form is required in order to process requests.

<b>Name:</b> _____	<b>Home Phone:</b> _____
<b>Street Address:</b> _____	<b>Cell Phone:</b> _____
<b>City:</b> _____	<b>email:</b> _____
<b>State:</b> _____	<b>Zip Code:</b> _____
	<b>Date of Birth:</b> _____

### **Disability Information**

Check all disabilities that have been diagnosed, and for which current, supporting documentation can be provided:

- Learning Disability
- Blind
- ADD/ADHD
- Visually Impaired
- Mobility Impairment
- Deaf or Hearing Impaired
- Chronic Health Impairment
- Psychiatric/Behavioral/Mental Health Impairment
- PDD/Aspergers
- Other \_\_\_\_\_

Comments:

- 
- I have a diagnosed disability but have no current, supporting documentation.

Comments:

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- I do not have a diagnosed disability.

Comments:

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It is the responsibility of the individual seeking a determination of disability, (and who will be requesting accommodations), to provide appropriate documentation before a determination of disability can be made and accommodations can be discussed and implemented. Any cost of obtaining this documentation is the student's responsibility. Oxford Academy of Hair Designs website offers information about the disability determination process and documentation guidelines which can be provided to the diagnostician, educational, and/or medical professional being consulted about the student's evaluation.

**Please describe how your disability/condition affects you...**

Academically: \_\_\_\_\_

\_\_\_\_\_

Personally: \_\_\_\_\_

\_\_\_\_\_

Describe current treatments or medications that may impact requested accommodations, auxiliary aids, and services:

\_\_\_\_\_

\_\_\_\_\_

### **Accommodation History**

**Have you ever received accommodations, auxiliary aids, and services?** \_\_\_Yes \_\_\_No

**If yes, what accommodations have you received in the past? (Check all that apply)**

- Record Lectures
- Note Taker Services
- Interpreter/ CART/ C
- Print FM Systems
- Preferential/Specialized Seating
- CCTV/Captioned Materials
- Other \_\_\_\_\_
  
- Testing Accommodations:
- Extended Testing Time
- Distraction Reduced Environment
- Oral Testing
- Reader/ Scribe
- Computer Use for Essays
- Large Print
- Recorded/Auditory Testing
- Specialized Furniture/Devices
- Other \_\_\_\_\_
  
- Assistive Technology:
- Textbooks in Alternate Format
- Specialized Software (Please List)
- Specialized Hardware & Devices
- Other \_\_\_\_\_

**If no, what accommodations, auxiliary aids, and/or services will be requested if you are determined eligible under Oxford Academy of Hair Design's Guidelines?**

\_\_\_\_\_

\_\_\_\_\_

In providing this information to Oxford Academy of Hair Design, I acknowledge the disclosure of my disability(ies)/condition(s) for which I am currently seeking accommodations, auxiliary aids, and services.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Understanding Disability Services at the Post Secondary Level**

All students with disabilities are eligible for protections under the Americans with Disabilities Act Amendments Act (ADA AA) of 2008 and Section 504 of the Rehabilitation Act of 1973 (as amended). Under the ADA AA 2008, a disability is defined as “a physical or mental impairment that substantially limits one or more major life activities, having a record of such an impairment, or being regarded as having such an impairment”. Students with disabilities requesting accommodations and services at Oxford Academy of Hair Design must complete an application process and be determined eligible as a student with a disability prior to the development of an accommodation plan. This multi-faceted process includes the student’s self-disclosure, personal interview, and the timely submission of detailed documentation of disability. Disability Documentation submitted to obtain accommodations, auxiliary aids, and services at the postsecondary level must provide objective evaluative information, an interpretation of the evaluation results, include statements identifying the area of disability, provide evidence of the disability’s impact on the major life activity, and suggest recommendations for accommodations.

Policies regarding disability documentation are consistent with the standards of Oxford Academy of Hair Design’s Services and the Association on Higher Education and Disability (AHEAD) best practices principles.

### **Statement of Confidentiality**

Oxford Academy of Hair Design is committed to protect the confidentiality of students with disabilities as required or permitted by law. Information obtained by Oxford Academy of Hair Design related to a student’s disability is maintained in a confidential manner consistent with the Family Educational Rights and Privacy Act (FERPA) and is shared with appropriate Oxford Academy of Hair Design officials who have a legitimate educational interest in the information. Ensuring effective provisions of accommodations, auxiliary aids, and services may necessitate the Oxford Academy to disclose and discuss the student’s disability information with Oxford Academy of Hair Design officials including administrative, faculty, and management staff. Any disclosure and/or discussion of disability-related information is used to guide the school officials for Services for the purpose of providing reasonable accommodations, auxiliary aids and services for which the student has been determined eligible.

### **Student Statement: Release/Exchange of Information**

I have been informed of the policies regarding confidentiality and the release/exchange of information regarding my disability and related academic, medical, and/or psychological/psychiatric records between Oxford Academy of Hair Design administrative, faculty, and management staff, as warranted and appropriate. I understand that the School owner and/or Administrator may discuss my disability-related information with those professionals who have evaluated or diagnosed the condition for which I am seeking accommodations and with those with whom I am currently involved in educational, medical and/or therapeutic support. I understand that all information released and discussed will be utilized for the benefit of my academic program at Oxford Academy of Hair Design and for the purpose of providing the reasonable accommodations, auxiliary aids and services for which I have been determined eligible.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

**Please send current, supporting documentation of disability and this completed document to the following address:**

**Oxford Academy of Hair Design  
Kellie Steeves – School Owner  
153 North Street  
Seymour, CT 06483**