



**SADDLEBACK COLLEGE
D.S.P.S. - SPECIAL SERVICES**

Application for Services

CONFIDENTIAL

Saddleback College provides educational services and access for eligible students with documented disabilities who intend to pursue coursework at Saddleback College. A variety of programs and services are available which afford eligible students with disabilities the opportunity to participate fully in all aspects of college programs and activities through appropriate and reasonable accommodations. Completion of this form constitutes an agreement to apply for Disabled Student Programs & Services (DSPS) - Special Services.

Initial date of application for Special Services: _____

Student ID #: _____ ***Social Security Number:** _____

Name: _____ **Telephone #:** _____
LAST FIRST M.I.

Address: _____
NO. STREET CITY STATE ZIP

Email address: _____ **Birthdate:** _____
(MM / DD / YY)

Emergency contact: _____ **Telephone #:** _____

Disabilities/Health/Learning problems: _____

Do you have a Dept. of Rehabilitation counselor? Yes _____ No _____

Name of Dept. of Rehabilitation counselor: _____

What services do you wish to receive? _____

Please call me when I have an appointment in Special Services: Yes _____ No _____

- Student Responsibilities:**
1. I will provide Special Services with the information, documentation and/or forms (educational, psychological, medical, etc.) deemed necessary by DSPS to verify my disability(ies).
 2. I will meet with a Special Services professional to complete a Student Educational Contract, and agree to meet with a Special Services counselor or specialist at least annually to update the Student Educational Contract.
 3. I will utilize Special Services in a responsible manner. I understand that Special Services uses written service provision policies and procedures that must be adhered to for continuation of services.
 4. I will comply with the Student Code of Conduct adopted by the college. (See www.saddleback.edu/media/pdf/handbook.pdf)

I understand that I must fulfill the requirements for participation in DSPS - Special Services. I have received a copy or been given the DSPS web page address to obtain the Special Services student handbook and policy on suspension of services. I understand the consequences of failing to comply with the rules for responsible use of these services. I understand that I will be notified in writing before any action is taken to suspend services. By signing this application, I affirm that I understand and agree with the Student Responsibilities and I will abide by them (see www.saddleback.edu/ss/couns/dsps/).

STUDENT SIGNATURE

DATE

* Pursuant to Section 7 of the Federal Privacy Act (Public Law 93-579; 5 U.S.C. § 552a, note), providing your social security number is voluntary. The Community College District uses the information requested on this form for the purpose of determining a student's eligibility to receive authorized services provided by the Disabled Student Programs & Services (DSPS) Program. Personal information recorded on this form will be kept confidential in order to protect against unauthorized disclosure. Portions of this information may be shared with the Chancellor's Office of the California Community Colleges or other state or federal agencies; however, disclosure to these parties is made in strict accordance with applicable statutes regarding confidentiality, including the Family Educational Rights and Privacy Act (20 U.S.C. 1232 (g)). The information on this form is being collected pursuant to California Education Code Sections 67310-67312, and 84850; and California Code of Regulations, Title 5, Section 56000 et seq.



Saddleback College

WELCOME TO SPECIAL SERVICES

Room SSC-113

Student Services Center

28000 Marguerite Parkway

Mission Viejo, CA 92692-3635

Phone: 949/582-4885

TDD: 949/582-4833

Your 30-minute screening appointment is scheduled for

Date/Day/Time

During this appointment you will meet with a counselor or disability specialist who will ask questions to briefly identify your physical, psychological, and learning needs. Actual services will be provided in future appointments after the above date.

Please bring any available diagnostic reports to this appointment. If necessary, the counselor or disability specialist will assist you to prepare requests for written verification of disability. Special Services does not test for eligibility except for specific learning disabilities.

Formal written verification of a disability is required to receive services. The counselor or specialist will explain the eligibility requirements that apply to you. Please see the other side of this paper for more information about disability verification.

If you are unable to keep this appointment, please contact our department at: 949-582-4249.

Please visit our website: www.saddleback.edu/ss/couns/dsps