



**REGISTRATION FOR DSS FLOW CHART**

**ALL COS STUDENTS SEEKING ELIGIBILITY FOR ACCOMMODATIONS & SERVICES FROM DSS MUST COMPLETE THE FOLLOWING STEPS:**

**Step 1:** When you come to the DSS office, complete a DSS application form. A DSS staff member will assist you with all the necessary paper work. (Forms are also available online at [www.siskiyous.edu/dsps](http://www.siskiyous.edu/dsps)).  
(If YOU THINK YOU MIGHT HAVE A LD, BUT HAVE NEVER BEEN TESTED, OR IF YOUR TESTING IS MORE THEN 3 YEARS OLD, YOU MAY APPLY FOR LD TESTING.)

If you have documentation of your disability &/or current test scores if you have a learning disability, please bring them to the DSS office.

**Step 2:** Once appropriate documentation is in our office, make an appointment to meet with Jaimie Dillard to discuss your Educational Contract, "appropriate & reasonable accommodations", your class schedule and educational plan.

NOTE: Jaimie Dillard, DSS Director, can approve "provisional services" for testing while waiting for official documentation if necessary. However, there is a time limit on provisional services, so please get your documentation in ASAP.

**Step 3:** Linda Rogers will arrange for interpreting service for Hearing Impaired Students' classes. (Also for tutoring sessions if tutoring is requested.)

**Step 4:** For Specialized Tutoring from DSS, you must fill-out the Tutor Request Packet and give it to Denise Mannion. (You must sign the tutee contract before receiving services.)

**Step 5:** If appropriate, you will receive an Authorization for Accommodations/Services form indicating your approved accommodations for the current semester. Once accommodations have been determined, you will need to fill out appropriate forms and/or contracts (Guidelines for all accommodations are included on each form.)

NOTE: Each semester, you must meet with Jaimie Dillard to have your accommodations reviewed and approved.

If you have questions and/or need assistance, contact the DSS office:  
Phone (530) 938-5297  
TTY: (530) 938-5358  
Location: Eddy Hall 1 at the Weed Campus

**Necessary Documentation includes the following:**

- 1) Student Registration Form: including current contact information--address, phone, cell phone, and email address.
- 2) Consent for Release of Information

**Paper Work for Step 2:**

- 1) Students Educational Contract
- 2) Consent for discussing student's needs with Instructors, Counselor, and other appropriate educational personal.
- 3) Possible consent to talk to parents

**Paper Work for Steps 4 & 5:**

- 1) Various Accommodation Forms for the current semester, along with student contract for using approved accommodations.