



Office Student Support and
Accessibility Services Program
711 Wiley Avenue
Marshall, Texas 75670
rhartfield@wileyc.edu

Office of Student Support and Accessibility Services Self-Disclosure Form

Receiving accommodations in college is not only your responsibility; it is also a formal process. It begins with you contacting the office of Student Support and Accessibility Services. Please complete the Self-Identification Form below and submit the appropriate disability verification with this form to Wiley College, Student Support and Accessibility Services, 711 Wiley Avenue, Marshall Texas, 75670 or email to rhartfield@wileyc.edu. Please identify the disability or condition, which requires accommodations.

Check all that apply Blind or Visually Impaired Deaf and/or Hard of Hearing Learning Disability
 Chronic Medical Condition Mobility Impairment Psychological
 Dyslexia ADHD Autism Spectrum Disorder Other _____

Last Name _____ First Name _____

Student I.D. # _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Alternate Phone _____

Wiley College Email _____

Next Steps

- Gather Appropriate Documentation (must not be no more than 3 years old)**
 - Did you have an IEP or 504 Plan in high school? If yes please submit documentation
Or submit
 - Formal documentation from a physician or licensed professional in a field appropriate to diagnose your disability is required. (See attached form) [Documented Disability Form](#)
- Make an Appointment with the Student Support and Accessibility Services.**
 - Schedule an appointment with the accessibility services director at 903-923-1684 or at rhartfield@wileyc.edu.
 - Try to schedule your first meeting a week before the first day of classes.
- Complete Intake and Assessment**
 - Be prepared to be a self-advocate. Have your documentation available so the Accessibility Coordinator can help determine the accommodations and support services you need.
 - Be prepared to openly discuss accommodations you have used in the past.
 - Why the accommodations worked?
 - What accommodations do you think you will need in college?
 - The support services and/or accommodations to be assigned will be determined.
 - A Confidential Memo of Accommodations will be emailed to each of your professors and/or administrative departments.
- Notify Your Professors**
 - Inform your professors of your needed accommodations and how they can help ensure that your learning and accommodations needs are met.
 - The best way to contact your instructors is by email.