CAAS
Center for Access and Accommodative Services

Triton College
Center for Access and Accommodative Services
Room A-125, 141 & 137
Phone 708-456-0300 ext. 3917, 3636, 3853, 3854

INFORMATION FOR NEW STUDENTS REQUESTING ACCOMMODATION SERVICES

It is highly suggested that students begin this process when applying to the college.

Step 1. Submit an initial request for services by filling out a *CAAS Confidential Data Form* and documentation to support all request for services. The required type of documentation is listed below according to the diagnosis.

All required documents must be included with the *CAAS Confidential Data Form*.
Once these items are received, this process will take a minimum of two weeks to complete.

ALL students who had accommodations in High School are required to provide:
Final complete IEP or 504 plan
The most recent psychological report is REQUIRED. If the high school does not have it, please check at the middle school.

Documentation must be completed by a licensed medical professional and is required for the following:.
> *Medical disability*: Medical Disability Documentation form
> *Emotional disability*: Psychiatric Disability Documentation form
> *Deaf/hard of hearing*: Audiological report
> *Blind/ low vision*: Ocular report
> *Learning Disability or Autism spectrum first diagnosed after high school*:
>> Most recent psychological report
> *ADHD first diagnosed after high school:*
>> Psychological report and/or Psychiatric Disability Documentation form

Documentation forms can be found at www.triton.edu/caas under the requesting services tab or the CAAS office in Room A-125.

Step 2. Once the data form and documentation is received, it will be reviewed by the staffing team.
Documentation will be reviewed over a minimum of a two week period. The file must include the CAAS Confidential Data Form and all required documents to start this review.

IT IS THE STUDENT'S RESPONSIBILITY TO DO THE FOLLOWING:

Step 3.   Go to Education and Technical Resource Center in A100 to get trained in using your Triton.edu email account.

Step 4. Information about your approved accommodations will be sent via your TRITON EMAIL ACCOUNT and by US mail. Be sure to check email and put @triton.edu as a preferred sender. Review the accommodations that were approved. Please call 708-456-0300 x 3853 or x 3854 if there are any questions.
        A software technology training may also be suggested and can be scheduled by appointment. Please call the CAAS office at 708-456-0300 x 3636 or x 3917.

Step 5. All students are required to attend a *mandatory* Service Training before services can be activated.
Sign up for a services training by calling 708-456-0300 x 3917.

If you do not hear from CAAS within two weeks after you believe you have submitted everything to complete your file, please call us at 708-456-0300 x3853 or x3854. Leave a message with your name, phone number and when you can be reached. If you miss a service training, you will need to call CAAS to reschedule it. No services or accommodations will be provided if you have not attended the services training session.