



ILLINOIS VALLEY
COMMUNITY COLLEGE

Disability Services Pre-Intake Form



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If you have never requested or received services from the IVCC Disability Services Office, you must first complete this form. Please complete each item and write legibly. Return the form to the Disability Services Office (C-211) when completed and make an appointment at that time.

Name: _____ Date: _____

DOB: _____ Student ID: _____ K #: _____

Address: _____

Street

City

State

Zip

Phone: _____ Carrier: _____

Do you have voicemail? ____Yes ____No

Personal E-mail: _____

Preferred method to contact you (mark one): ____Phone ____E-Mail

Please mark the academic areas in which you experience difficulty, mark all that apply.

Reading

Taking tests

Understanding lectures

Time management

Spelling

Study skills

Information recall

Organizing written work

Math

Taking notes

Concepts/Comprehension

Writing

Motivation



Do you have a documented disability? ____Yes ____No



If yes, please **circle** your disability as it appears on your documentation.



LD ADD/ADHD Speech/Language



Vision Hearing Physical



Mobility Sensory Mental Health



Other, please specify: _____



Illinois Valley Community College
Disability Services Office, Rm C-211
Tina Hardy, M.Ed., Coordinator
(815) 224-0634

If you have already received a diagnosis, but do not have documentation that states your disability (i.e. physical disability, ADD, ADHD, psychiatric, depression, bi-polar, anxiety, etc.) you will need a verification form to be completed. Please inform the Disabilities Service Office that you require a verification form.

There are two different forms, please indicate whether you need a Verification of a Physical and/or Medical Disability form (pink) or a Verification for Mental Health Conditions form (orange).



Do you have documentation that states your disability? ___ Yes ___ No

If you answered **Yes** to the above question please follow these steps:

- 1) Make an appointment with the Disability Services Office for an in-take conference. You may stop in the office (C-211) or call (815) 224-0634.

- 2) Write your date and time here: _____

- 3) Bring with you all documentation that is relevant to your disability.

- 4) If you must change your appointment, kindly call (815) 224-0634 to cancel and reschedule.

- 5) Be courteous of others and be on time for your appointment.

If you answered **No** to the above question please follow these steps:

- 1) Make an appointment with the Disability Services Office for an in-take conference. You may stop in the office (C-211) or call (815) 224-0634.

- 2) Write your date and time here: _____

- 3) If you must change your appointment, kindly call (815) 224-0634 to cancel and reschedule.

- 4) Be courteous of others and be on time for your appointment.

Office Use Only:

Comments: _____

- Granted Date: _____
- Pending Date: _____
- Denied Date: _____

