



Accessibility Services Center (ASC) Intake Process

Thank you for your interest in participating in the Accessibility Services Center. Please complete the following steps, and submit any necessary paperwork to the Accessibility Services Center.

1. **ASC Application for Services** - Complete the ASC Microsoft Forms Application.
2. **Disability Verification Form** – Complete the **top portion** of this form and send it to the appropriate Agency or Institution that will provide the Verification of Disability.
Note: Use this form only if you have not already provided ASC with proof of your disability).
3. **Release of Information Form** – **Complete only if** you need ASC to request disability documentation on your behalf. You must include the full name and address of the Agency or Institution that you have authorized to release your information.

Examples of proof of disability are as follows:

- Medical verification from a Certified/Licensed Provider
- Department of Rehabilitation / Vocational Plan, TPP
- Current or last IEP and Psychological Evaluation
- 504 Plan
- Current copies of medication labels (Showing your name and name of medication)

If you have any further questions, please call **(707) 864-7136** or email ASC using ASC@solano.edu.

Please email **verification of your disability** to: asc@solano.edu with the subject line: **Disability Verification for ASC Services**. Be sure to include your Solano Student ID Number in your email.

Welcome to Solano Community College Accessibility Services Center.