



# Tips for Your Intake Meeting at the Accessibility Services Office

## Booking Your First Meeting

It is recommended that you contact the Accessibility Services (AS) as soon as you accept your offer of admission to your college or university. As part of the accommodations process, you will have an initial meeting with the AS office, typically called an intake meeting. You can find contact information for your school's AS office in the Colleges or Universities section of the TRG.

*Note: Be prepared to send documentation in advance of your meeting. When booking request a contact name, fax number, email, and/or mailing address.*

**Here are some examples of what you can say when you call to book your intake meeting:**

“I had an Individualized Education Plan (IEP) in high school and am looking for similar supports at college/university.”

“I have a disability (you may be asked to be specific) and will require some academic accommodations at college/university.”



