



Welcome to Taft College's Disability Support Programs and Services (DSPS) department. We are happy to know that you are taking your first step in applying for DSPS services!

**Please use the checklist below to complete all steps before your scheduled intake appointment.**

Steps for Obtaining Services:

- Obtain intake packet from DSPS office or counseling
- Schedule an appointment to meet with the DSPS Coordinator
- Complete the "Request for Services" form
- Complete the "Consent for On-Campus Release of information" form
- Complete the "Consent for Release of Information" form
- Complete the "Intake Screening & Eligibility Record" packet
- Obtain and **bring with you** any forms that document your disability (medical forms, school reports, IEP reports, psychological reports/tests, proof of prescribed medication, etc.)
- Bring the completed packet and any documentation of your disability with you to your appointment with the DSPS Coordinator**

My intake appointment is scheduled for \_\_\_\_\_

**Disability Support Programs & Services (DSPS)**

Taft College  
29 Cougar Court  
Taft, CA 93268  
PHONE (661) 763-7799  
FAX (661) 763-7758