

SAM Procedures: Special Access Request Report

Services for Students with Disabilities, currently uses the Student Accommodation Management System (SAM) data base software system to track student activity and use of accommodations. We have modified the Disability information intake screen to request “Special Access Required” information from the student.

The screenshot shows the 'Add Disability' form in the SAM Fresno State system. The form includes fields for Student ID, Disability (set to Permanent), Type (set to Permanent), Level, and Documentation Status. The 'Special Access Required' checkbox is currently unchecked. An arrow points to this checkbox. Below the checkbox is a 'Notes' text area. At the bottom, there are 'SAVE', 'SAVE & ADD ANOTHER', and 'CANCEL' buttons. A red asterisk indicates required fields.

Once the “Special Access Required” box is checked, other information will pop-up requesting the specific need (additional details can be added in the Notes section).

This screenshot shows the same 'Add Disability' form, but with the 'Special Access Required' checkbox checked. This has triggered the display of additional options: 'Elevator', 'Auto Doors', 'Wheel Chair Access', 'Table or Chair', and 'Other', each with an unchecked checkbox. The 'Disability' field is now set to 'Mobility' and the 'Level' is set to 'Primary'. The 'Documentation Status' is set to 'Adequate'. An arrow points to the 'Special Access Required' checkbox. The 'Notes' text area is still present. The bottom buttons and required field indicator remain the same.

This data can also be linked with the class schedule/location information for each semester, allowing for numerous reports to be created. Example: A report to Facilities at the beginning of each semester, listing potential buildings/classrooms that students requiring special access will be using.

This Special Access Report will be pulled two weeks prior to the start of the semester. The report will be provided to Facilities Management. If a room is identified as being less accessible than the specific need of the student, SSD and facilities can work with Academic Scheduling Services to locate an alternate room. The Student will be notified by SSD about new classroom arrangements. All students are notified by the professor of classroom changes.

Questions can be directed to Janice Brown, Director of SSD at 559-278-2811