

# Internal DSPS Process for Authorizing Personal Service Attendants (PSA)

## At initial appointment when student with disability requests a PSA:

1. Discuss the **educational limitations** of the student related to having a PSA and determine whether a PSA is warranted. If the DSPS certificated staff or Dean determines that a PSA is needed, inform the student that they are responsible for obtaining the PSA and that the PSA should not be family nor should they be enrolled in the same courses as the student.

## At the initial appointment with the student and the PSA:

1. With the student and the PSA present, complete the **“PSA Approval Form”**.
  - Fill out the top portion making sure all information is complete.
  - Under the section “What services will the PSA perform?” circle the bulleted service areas that correspond with the functional limitations of the student (for which you have supported documentation and which you have discussed with the student).
  - Review the “Guidelines” and the “Student Agreement” sections with the PSA and the student.
  - Keeping in mind that having a PSA remain in the classroom with the student is very rare, **determine which one of the following options** is the most appropriate and sign the form.
    - i. The PSA will accompany the student on campus but not in class
    - ii. The PSA will accompany the student on campus and occasionally in class (in this case, specify what the need is. For example, “first few minutes of class”, “in order to give medication as needed”, etc.)
    - iii. The PSA will accompany the student on campus and in class
2. Give the student and the PSA a copy of the **Personal Service Attendant (PSA) Policy**.
3. Have the student and the PSA sign the bottom of the form.

## After the appointment:

1. Send an email to the student’s instructor(s) – using the **“Email Template for Instructor Notification” form** making sure you **personalize the items in the body of the email** for the student and **attach the PSA2.doc file to the email**.
2. Complete a final approval memo (FAPPMEMO.doc) and send it to the Director of DSPS for signature and appropriate forwarding.