



Disability Registration Form – DN2

Support for students, solicitors and other professionals with disabilities

There are a range of supports and accommodations available for students, solicitors and other professionals (hereby referred to as participants) with disabilities in the Law Society Education Centre. In order to access these supports and accommodations, participants are required to submit evidence of disability and attend for a needs assessment. Evidence of disability provided is used to confirm the nature of disability as part of the needs assessment process. This is also a requirement of the Fund for Students with Disabilities (FSD), who provide funding for many of the supports and accommodations offered to participants with disabilities.

Name of Applicant:
Name of Course/Training Activity:
Law Society Student/Solicitor Number:
Date of Birth:
Phone Number:
Email:
Home Address:
Please detail any support you may need in order to attend for your needs assessment (e.g. mobility issues, visual or hearing impairment etc.):

Disability:

This relates to any temporary or permanent illness, injury or condition. This does not rule out temporary illness or condition that may occur at any stage during the course of a student's studies.

Fund for Students with Disabilities (FSD)

The Fund for Students with Disabilities (FSD) is funded by the Government of Ireland. The purpose of the FSD is to provide funding to higher and further education institutions to assist them in offering supports and services to eligible students with disabilities, so that they can participate on an equal basis with their peers.

Who needs to Complete this Form:

Participants who require any support or accommodations while engaging in training courses or CPD activities at the Education Centre, including accommodations around Exams and Assessments.

How to Complete this Form:

There are four parts to this form. Parts 1-3 must be completed. Part 4 is for completion if you had disability support from a previous school or college:

1. Part One: Evidence of Disability
2. Part Two: Consent to Release Information
3. Part Three: Eligibility for Fund for Students with a Disability (FSD)
4. Part Four: Student Transfer Form (for completion if you had disability support from a previous school or college)
5. Personal Emergency Evacuation Plan (PEEP)

Deadline (Professional Practice Course students only):

In order to ensure the needs of all applicants can be accommodated, the completed Disability Registration Form, DN2, must be received by the Student Support Service at the time of application to enter into a training contract (indentures) and must be received six weeks before the commencement of Professional Practice Course One.

Participants only requiring adapted exam arrangements must complete and submit this form for adapted exam arrangements prior to each exam sitting (see Appendix 1). This ensures appropriate adapted arrangements for students even when there are changing needs from year to year.

Further information is available from:

- Professional Practice Course One (PPC I) – Emma Cooper, Student Support Service Advisor (studentadvisor@lawsociety.ie / 01-6724802).

Completed form should be returned by email to:

studentadvisor@lawsociety.ie

Part One: Evidence of Disability

Applicants must provide one of the following:

- An existing report or letter from relevant consultant or specialist (see appendix 1 for appropriate medical professional for your disability type). If you have an existing report, skip to page part two of this form (page 7).

OR

- A completed Evidence of Disability form from the relevant consultant or specialist (see pages 4-6).

OR

- A completed Evidence of Disability form from a GP (see pages 4-6) verifying that they have a diagnosis on file from the relevant consultant or specialist (a copy of this diagnosis must also be provided).

Please note:

For appropriate medical professional for your disability type, see appendix 1 'Guide to providing evidence of your disability for support'

GP-only evidence:

Applicants who are not in the care of consultant or specialist but whose GP or other health professional (e.g. a qualified therapist /counsellor) can verify their disability, should have their treating physician complete the Evidence of Disability form below to verify their disability. In this case, the applicant will be eligible for general supports (e.g. exam accommodations) but may not be eligible for supports that require additional funding (e.g. Assistive Technology).

Instructions for Completion:

Who should fill out this form?

- A relevant Medical Consultant / Specialist who has the training and experience with the particular condition / disability must complete this form (please see appendix 1 for appropriate medical professional for your disability type)

OR

- Another health professional who either has a diagnosis on file from a consultant or specialist or can confirm that they are treating you for the disability they describe on the form.

This form must be **stamped and signed** by the health professional completing.



Evidence of Disability Form

Please complete ALL sections below in TYPE or BLOCK capitals:

1. Student Details

Name of Applicant:
Date of Birth:
Home Address:

2. Qualified Health Professional/Specialist

Name, Title of <u>Qualified Health Professional/Specialist</u> :
Phone (including area code):
Position/Professional Credentials:
Date of Report:

Note: If you are unsure about the documentation you require please don't hesitate to contact us at studentadvisor@lawsociety.ie

GP or other health professional (excluding Consultant or Specialist), please tick the relevant box below:

I have a diagnosis on file for this person from the appropriate consultant/specialist named above:

N.B. A copy of the document in which the diagnosis is confirmed must be attached to this form.

OR

I can confirm that I am treating this person for the disability described on this form (e.g. depression/acute anxiety):

3 Disability Information (to be completed by qualified health professional)

Disability type (please tick)

ADD/ADHD	<input type="checkbox"/>	Autism Spectrum Disorder	<input type="checkbox"/>	Blind/Visual Impairment	<input type="checkbox"/>
Deaf/Hard of Hearing	<input type="checkbox"/>	Dyspraxia	<input type="checkbox"/>	Mental Health Condition	<input type="checkbox"/>
Neurological Condition	<input type="checkbox"/>	Physical Disability	<input type="checkbox"/>	Significant Ongoing Illness	<input type="checkbox"/>
Speech and Language	<input type="checkbox"/>	Specific Learning Difficulty	<input type="checkbox"/>	Communication Disorder	<input type="checkbox"/>
				Other	<input type="checkbox"/>

Please state the specific name of the Disability

Date of Diagnosis/Onset of Disability

4 How does the disability/medical condition impact on the person's ability to study and participate (e.g. fatigue, concentration, pain, etc.)?

5 Please describe measures currently being taken to treat the condition (e.g. medication, therapy, etc.)

6 What recommendations would you make for Reasonable Accommodations to enable equal participation in Higher Education (e.g. examination accommodations, adaptive equipment etc.)?

7 Signature of completing health professional / specialist

Signature.

DATE: ____/____/____

IMC Number (GP only):

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Official Stamp: This form must be completed and signed by the appropriate professional. In addition it should be stamped or where no stamp available, it should be accompanied by a business card or headed paper.



Part two: Consent to Release Information

Disclosure

The Law Society Education Centre encourages participants with disabilities to disclose information on their disability/specific learning difficulty to the Student Support Service (PPC courses) or to the relevant Disability Support Manager in the Diploma Centre and/or the Continuing Professional Development Centre with Professional Training and Finuas Skillnet. Such disclosure is encouraged so that the Education Centre can work with the participant to identify and facilitate any reasonable accommodations/supports that may be required by that individual during their time in the Education Centre.

An electronic record of your contact with the Student Support Service/Disability Manager is held securely in accordance with the Data Protection Act (2018) and information provided to the Student Support Service/Disability Manager is regarded as 'sensitive personal data'. The information may also be used for statistical and monitoring purposes without your identity being revealed. The Student Support Service/Disability Manager will ensure that personal data will only be used to facilitate the required levels of Reasonable Accommodations and other supports.

To enable the Student Support Service/Disability Manager to coordinate supports on your behalf, it will be necessary for the Student Support Service/Disability Manager, with your consent, to disclose relevant information to internal and external departments/ bodies responsible for providing or facilitating participants in accessing such accommodations and supports.

The Student Support Service/Disability Manager will treat this information as sensitive personal data, which will be securely stored and only shared in accordance with the Law Society Education Centre's Data Protection Policy and the European Union's General Data Protection Regulation (GDPR).



Consent to Release Information

I have read and understood the above and I request Reasonable Accommodations from the Law Society Education Centre, on account of my disability.

I understand that I can request a review of these accommodations at any time (with reasonable notice) and it is my responsibility to alert the Student Support Service/Disability Manager of any changes to accommodations required.

I consent to the Student Support Service/Disability Manager adding information relating to the nature of my disability and Reasonable Accommodations to my student record.

I understand that my disability related documentation will be retained securely as electronic files for the duration required by the Higher Education Authority (HEA) after which it will be destroyed

I consent to the Student Support Service/Disability Manager passing on the following information to the departments outlined below for the purpose of providing me with Reasonable Accommodations: Please tick.

Yes	No	Department	Type of Disclosure
		<i>Funding Body (Higher Education Authority- Fund for Students with a Disability)</i>	<i>Name, applicant number, evidence of disability, details of supports received, registration status, degree outcome and other personal information as outlined below.</i>
		<i>Relevant Education Centre Staff including Course Managers, Course Assistants and Support Staff (as required)</i>	<i>Name, applicant number and details of exam and teaching & learning accommodations.</i>
		<i>Exams Department</i>	<i>Name, applicant number and exam accommodations.</i>
		<i>Facilities / Health & Safety Officer</i>	<i>Name, applicant number and Personal Emergency Evacuation Plan (PEEP) where necessary.</i>

Non-disclosure of information: Please note that if you have ticked ‘No’ in any of the boxes in the table above, you may not be able to receive those Reasonable Accommodations that require disclosure of information.

Signed: _____ Date: _____

Part 3: Eligibility for Fund for Students with a Disability (FSD)

Applicant Name: (BLOCK CAPITALS): _____

Education Centre ID Number: _____

The Fund for Students with Disabilities (FSD) is funded by the Government of Ireland. It provides funding to institutions to provide supports and services to ensure that eligible learners with disabilities can participate on an equal basis with their non-disabled peers. Please note that applicants cannot make individual applications to this fund and the money is not provided directly to applicants.

Please answer the following questions. This information will be used solely for the purpose of assessing your eligibility for funding (see appendix 2) and to provide data requested by the ESF. Circle the appropriate answer

Residency

Have you been legally resident in Ireland for at least 3 of the last 5 years? **Yes No**

Proof of residency required – see appendix 3 for examples of acceptable documentation.

Nationality

Are you either: an Irish national or a national of another EU Member State, the European Economic Area (EEA) or Switzerland? **Proof of nationality is required. Yes No**

Declaration

On signing the declaration below you are acknowledging the following:

- Your personal data collected as part of this application process may be processed for the purposes of coordinating, monitoring and evaluating the operation of the Fund within the Law Society Education Centre.
- Statistical data may be shared with third parties for monitoring and reporting on European Social Fund co-financed activities.
- All the information provided is true, complete and accurate and that assistance from other sources has not been received for the stated purpose/service which is the subject of this application.

Signed: _____ Date: _____

To be completed by Needs Assessor:

Has the applicant provided evidence of disability documentation that meets the criteria for the Fund as outlined in the Evidence of Disability Form? Yes No

Is the applicant eligible for the FSD? Yes No

Staff Signature: _____

Part 4: Student Transfer Form

Student Transfer Form (for use when a student who is receiving supports provided by either the Department of Education or the European Social Fund is moving from 2nd to 3rd level or between 3rd level institutions).

NB Student must complete section 1 of this form and send it to the Disability Service in the College that you are leaving. By sending this form you are consenting for your previous College to forward information specified below.

Section 1 – Student to complete: Details of student and institutions involved in transfer

Name of Student	
Student Number	
Name of School or College before transfer.	
Name of School or College being transferred to.	
Contact person in above institution	

Section 2 – Details of accommodations/support received

Was the student funded by the FSD or other body? (Please indicate)	Yes	No

Section 3 – Other information relating to supports received

Needs Assessment Summary Report attached?	Yes	No
Evidence of disability report attached?	Yes	No

Other information relevant to transfer

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Part 5: Personal Emergency Evacuation Plan (PEEP)

The Law Society has a legal responsibility to protect you from fire risks and to ensure your health and safety whilst on premises. Where the evacuation procedures already in place do not cater for people with a disability, who may require specific support in case of an evacuation, a Personal Emergency Evacuation Plan (PEEP) will need to be developed.

Anyone who could have difficulty following the normal evacuation plan for a building could potentially need a PEEP. If you think you may need assistance during an emergency and/or you require information about our emergency evacuation procedures, please indicate by ticking this box

Please detail below what supports you might need.

Your Student Advisor will carry out any necessary assessment and provide any relevant information on safe evacuation of the building.

Appendix 1: Guide to providing evidence of your disability for support

Type of Disability	Type of Documentation	Appropriate Professional
Attention Deficit Disorder (ADD) / Attention Deficit Hyperactivity Disorder (ADHD)	Evidence of Disability Form OR Existing report	Consultant Psychiatrist OR Psychologist OR Neurologist OR Paediatrician
Autistic Spectrum Disorder (including Asperger's Syndrome)	Evidence of Disability Form OR Existing report	Consultant Psychiatrist OR Psychologist OR Neurologist OR Paediatrician
Blind/Visual Impairment	Evidence of Disability Form OR Existing report N.B. Evidence from high street retailers not acceptable.	Ophthalmologist OR Ophthalmic Surgeon OR Letter from the National Council for the Blind confirming registration with the council. OR If a student has attended a school for the Blind, a letter on headed notepaper signed by the principal which confirms attendance at the school. In the case of an Ophthalmologist/Ophthalmic Surgeon the evidence of disability should provide a diagnosis of severe reduction in vision that cannot be corrected with standard glasses or contact lenses, thereby reducing the person's ability to function at certain or all tasks. The diagnosis of a reduction in vision must be in relation to Best Corrected Visual Acuity or Field of Vision.

Deaf/Hard of Hearing	Evidence of Disability Form OR Existing report N.B. Evidence from high street retailers not acceptable.	An audiogram from a professionally qualified Audiologist and/or ENT Consultant, with signature, clearly indicating moderate to profound bilateral hearing loss (i.e. above 40dB). OR If a student has attended a school for the Deaf, a letter on headed notepaper signed by the principal which confirms attendance at the school.
Developmental Co-ordination Disorder (DCD)/ Dyspraxia/ Dysgraphia	Full diagnostic report	Psychologist OR Occupational Therapist OR Neurologist OR Paediatrician
Mental Health Condition	Evidence of Disability Form completed no more than 5 years before point of Needs Assessment. OR Existing report which must be no older than 5 years at point of Needs Assessment.	Consultant Psychiatrist OR Specialist Registrar
Neurological Condition (incl. Epilepsy and Brain Injury)	Evidence of Disability Form OR Existing report	Neurologist OR Other relevant Consultant
Physical disability	Evidence of Disability Form OR Existing report	Orthopaedic Consultant OR Other relevant consultant appropriate to the disability/condition

<p>Significant ongoing illness</p>	<p>Evidence of Disability Form no more than 5 years before point of Needs Assessment. OR Existing report which must be no older than 5 years at point of Needs Assessment.</p>	<p>Diabetes Type 1: Endocrinologist OR Paediatrician</p> <p>Cystic Fibrosis (CF): Consultant Respiratory Physician OR Paediatrician</p> <p>Gastroenterology Conditions: Gastroenterologist</p> <p>Other Conditions: Relevant Consultant or Consultant Registrar in area of condition</p>
<p>Speech and Language Communication Disorder</p>	<p>Evidence of Disability Form OR Existing report</p>	<p>Speech and Language Therapist</p>
<p>Specific Learning Difficulty (incl. Dyslexia & Dyscalculia)</p>	<p>A full Psychological Assessment Report which contains relevant attainment scores and clearly diagnoses a Specific Learning Difficulty.</p>	<p>Psychologist OR An assessor who is accredited by PATOSS.</p>

Appendix 2 - Residency, Nationality and Immigration Criteria

Nationality

To qualify the participant must be either:

- an Irish national
- a national of another EU member state, the European Economic Area (EEA) or Switzerland

In relation to the withdrawal of the United Kingdom from the European Union, for the 2020/21 academic year United Kingdom nationals studying in Ireland may continue to be supported under the FSD provided they meet the other criteria of the FSD e.g. eligibility criteria for support, approved course and HEI.

Participants who are non-EU nationals, but who are eligible for free or reduced fees in line with the criteria for the [Free Fees Initiative](#), may be considered for eligible for funding under the FSD subject to meeting other relevant FSD criteria.

Proof of nationality must be provided – examples of acceptable documentation may include for example a copy of the student’s passport or driver’s license.

Residency

To be eligible for support under the FSD, a participant must be legally resident in Ireland for at least three of the five years up to the day before their approved course commences in an approved HEI. If the participant does not qualify at the beginning of their course, it is possible for them to meet this requirement during their studies. This should be reviewed at the beginning of an academic year.

Appendix 3 - Documentary Evidence of Residency

How do I prove residency for 3 of the last 5 years in Ireland, the EU/UK/EEA or Switzerland?

Examples of acceptable documentation may include -

- Evidence that you sat the Junior Certificate and Leaving Certificate exams in Ireland, or equivalent school exams in the EU, UK, EEA or Switzerland if it was in the past five years;
- A letter from a school principal in Ireland, the EU, UK, EEA or Switzerland confirming your attendance at a school if it was in the past five years;
- Social Welfare Statements or equivalents from the EU, UK, EEA, or Switzerland;
- Utility bills (i.e. from electricity/phone/gas/cable television/broadband provider) Printed online bills are acceptable. Mobile phone bills are not acceptable;
- Registration with the Residential Tenancies Board or equivalent from the EU, UK, EEA or Switzerland;
- P60s/P45s/ P21s; or equivalent
- Statements or other correspondence from bank/building society/credit union including eStatements with activity in the country outlined in your application (Statements from store cards/catalogue companies are not acceptable);

Other official correspondence from an Irish state agency e.g. government departments; HSE; Register of Electors/polling card; CAO; An Garda Síochána; Public / Private hospitals, Residential Tenancies Board (RTB) or third level college, Secondary school /training agency, NCT Reports or reminders, An Post, TV Licence, National Government Health Screening Programme(s) and/or;

Correspondence from an insurance company regarding an active policy (Home or Car Insurance Policy Only).

Please note that evidence of your residence in Ireland can only be accepted in respect of periods of lawful presence in the State and the documents that you provide should be in respect of such periods. Periods of unlawful presence cannot be considered.

You do not have to submit documents for 36 individual months. The 3 years do not have to be consecutive, as residency can be proven in 2 or more separate periods.