
Steps to Apply for disABILITY services

Phil Robertson • 979-230-3236 • phil.robertson@brazosport.edu



1. Register to Brazosport College

- Complete the online application at **www.applytexas.org**

2. Required Disability Student Forms

You will be required to complete the following forms for the accommodation letter process:

- Student Intake Form
- Consent for Release of Information

3. Provide appropriate Documentation

Must be current within the last three years of the diagnosed disability and turned into Phil Robertson in the Counseling & Testing Department.

4. Eligibility Services

Your application & documentation will go for review and services will be determined.

5. Determining your Accommodations

Once your documentation has been reviewed and it is sufficient we will contact you to finish your registration with the Disability Office. Please allow two weeks for your accommodations to be approved.

6. Pick up Accommodation Letters

- Each attending semester you will be required to pick up your accommodation letter(s) from the Counseling and Testing Department with the front desk receptionist. We will also need a signature stating that you have picked them up.

7. Repeat Steps 5 & 6

For each semester that you are attending.