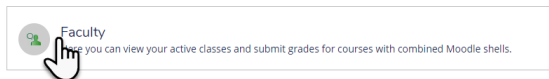


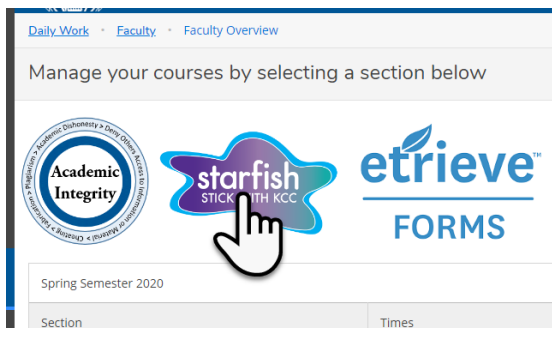
Starfish – Disability Services Referral

Use this referral when a student requests disability accommodations in your course and you have not received documentation verifying disability accommodations from Student Support Services. *This referral will alert the student and include any comments you enter. Someone from Student Support Services will attempt outreach and the student’s academic advisor will be notified.

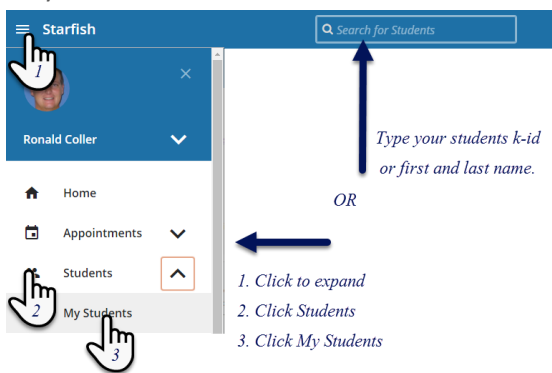
1. Login to the Bruin Portal and click on **Faculty**.



2. Click on **Starfish – Stick with KCC** image.

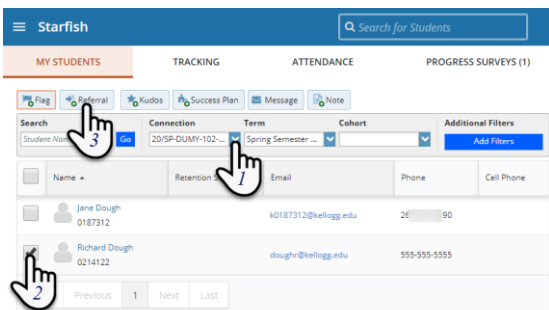


3. Click on the menu icon and select **Students**, then **My Students**.

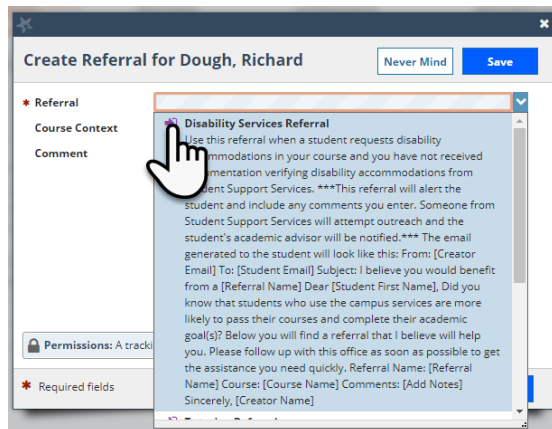


4. Using the **Connection** dropdown menu select the **Course & Section**.

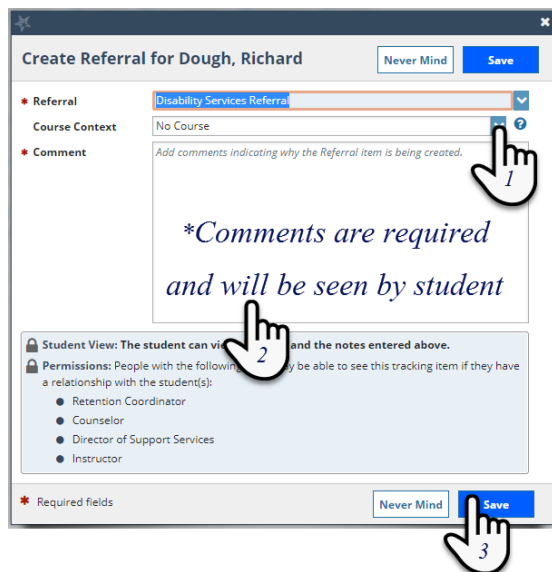
- Place a check next to the student you wish to **Disability Referral** and click **Referral**.



5. To select **Disability Services Referral**, use the drop-down Referral menu and click on **Disability Services Referral**.



6. Using the drop-down, select your course. **Comments are required** the student will receive it. When finished click **Save**.



Confirmation of submission

