Guidance for Tracking Students with Disabilities in Colleague

Perkins V requires the disaggregation of performance indicator data by special populations for the Comprehensive Local Needs Assessment. Community college data for students identified with disabilities is consistently underreported in Colleague. This results in the inability to adequately disaggregate, analyze, and evaluate data for students with disabilities at the state level. There are two possible reasons for this (1) students' program with corresponding academic level is coded incorrectly (CU, CE, or BSP) and (2) the code used on the PHIN student health information form is empty or incorrectly entered.

Solutions:

1. Ensure the program code with corresponding academic levels is correct for all students. For CU programs, ensure the Primary Academic Program field is accurate.

2. Ensure proper entry of disability codes. Please refer to the NCCCS Document KB0010331 – "Tracking Students with Disabilities" for the current codes and more information.

3. Student health information needs to be recorded on the PHIN form for every student with an approved disability reported to the institution.

    Note: PHIN is limited to staff in the disability/accessibility office at each community college. Although colleges should record this information for every applicable student, this would be completed and maintained by the appropriate disability/accessibility staff member(s).

    Directions:

    - Open the PHIN Form and use Person Lookup to find the student using their student ID, name, or other search criteria, then select OK
    - The following field descriptions are provided as guidance when using the PHIN form:
        - Disability: Select the reported disability (See #2 above)
        - Start Date: Enter the start date for this disability
        - End Date: Enter the end date if it is a temporary disability only. Do not enter an end date due to graduation or because the student is not enrolled.
        - Type: Enter the type for this disability, if applicable. The options are PRI Primary, SEC Secondary, or TEM Temporary
        - Report?: skip this field (only used in Texas)
        - Click on save