

## Student Checklist for Attendants on Campus

*Attendants and nursing staff are the sole responsibility of the UNC Charlotte student.*

If you reside on campus and require the use of personal care attendants or nurses you must follow the below steps in order for NEW attendants to be issued a UNC Charlotte ID, parking permit, and housing access.

***\*If you have returning attendants you only need to provide the names and UNCC ID numbers of these attendants to your Disability Services Counselor for renewal.***

### **Complete the Attendant Form:**

This form is to be completed for **each** new nurse or attendant. Students should review and sign the form. It is important for to include the following information on the form: name, telephone number, nursing agency, address, driver's license number, and vehicle information including tag number for the attendant. The attendant or agency can assist in completing the form.

### **Provide a background check or confirmation from the nursing agency:**

If your nurse or attendant is contracted by an established healthcare agency, proof of a background check must be provided. **The agency can email your Disability Services counselor proof of a clear back ground check.**

If the attendant or nurse is not affiliated with an established agency, you must provide the back ground check to the Office of Disability Services. If nurses or attendants are found to have been charged with criminal activity, they will not be allowed on campus and you will be responsible for obtaining a new attendant.

### **Provide a scan of the Attendant's driver's license**

**Email the Attendant Form and scanned driver's license to your DS counselor in ONE email, per attendant.**

**The following steps involve your nurse/attendant:**

- Upon submitting the above information, a **UNCC ID number** will be created for your attendant. **This may take up to 5 business days.** Your DS counselor will email you the attendant's ID number via your UNCC email address. The attendant can then get a UNC Charlotte ID card from **Auxiliary Services**. Your attendant must provide a UNCC ID number and a photo ID to obtain a UNC Charlotte ID card.
- Upon getting a **UNCC ID card**, the attendant can then go to **Parking Services** to get a parking permit, as long as you have paid for one. You only have to purchase one permit for your nursing staff, but each nurse will get their own hang tag. If you also have a vehicle on campus, you will be required to purchase a permit for yourself.
- To gain access to your dorm, your attendant must call **Housing & Residence Life** to schedule a time to meet with their staff to go over the required paper work. Afterwards, your attendant will be given access to your campus housing.
- **If an attendant is no longer working with you, you must inform Disability Services immediately.** IDs, keys, and parking permits must be returned to the respective offices, in accordance with policies.
- **IDs for attendants typically expire after one year.\*** If you have returning attendants, you must provide their names and ID numbers to your Disability Services counselor for renewal. Nurses will not need a new ID card, but they will need to go to Housing and Parking Services for each academic year.

***You do not have to accompany your attendants in order for them to obtain UNCC ID cards, housing access, or parking permits as long as they have a UNCC ID number & a photo ID.***

**AUXILIARY SERVICES:** <http://aux.uncc.edu/49er-card> , Phone: 704-687-7337, Location: 49er Card Office

**PARKING SERVICES:** <http://pats.uncc.edu/> , Phone: 704-687-0161, Location: Parking & Transportation Services Building

**HOUSING & RESIDENCE LIFE:** <http://housing.uncc.edu/>, Phone: 704-687-7501, Location: 1<sup>st</sup> Floor Scott Hall

**CAMPUS MAP:** <https://maps.uncc.edu/>

**Office of Disability Services, 230 Fretwell, 704-687-0040, [disability@uncc.edu](mailto:disability@uncc.edu)**