

Disability TCD LENS report – Sharing and Good Practice

Andrew Costello

The logo for Trinity disAbility Hub is located in the bottom right corner. It features a large, dark purple, irregular polygonal shape. Overlaid on this shape is the text "Trinity disAbility Hub" in a white, sans-serif font. "Trinity" is on the top line, "disAbility" is on the middle line, and "Hub" is on the bottom line, partially outside the purple shape.

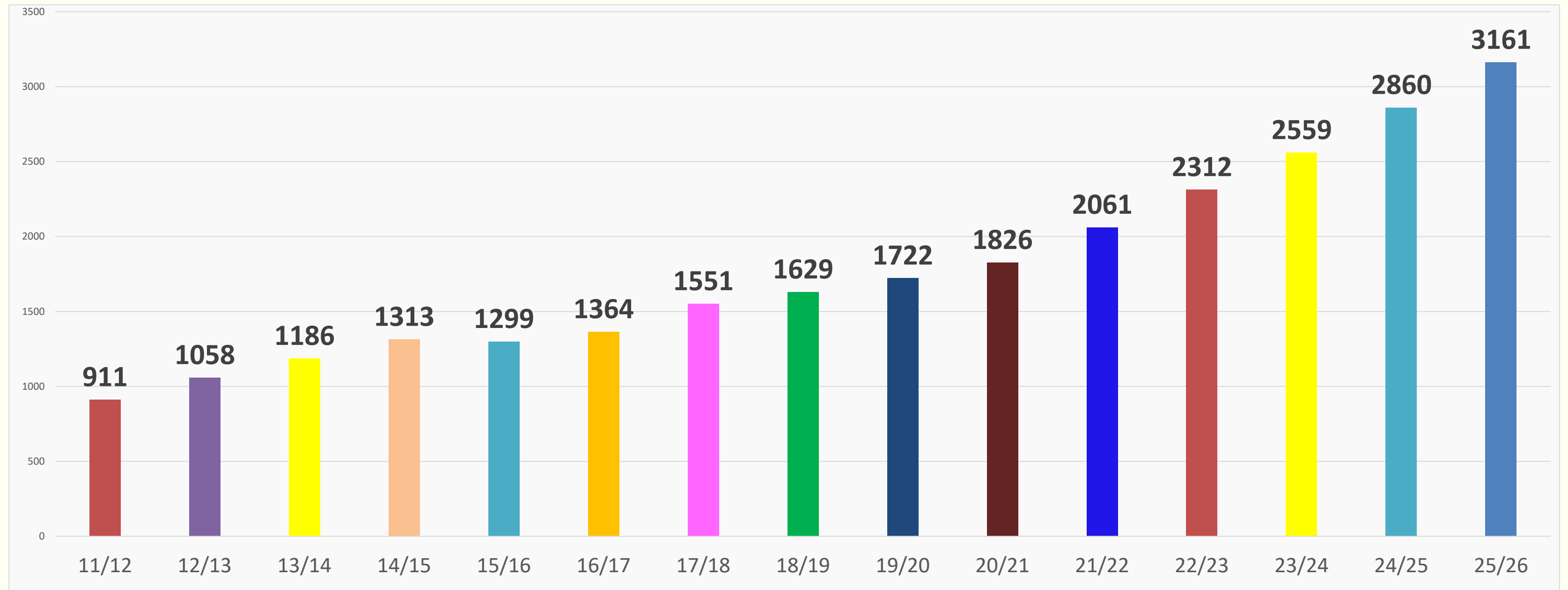
Trinity
disAbility Hub

Areas to cover:

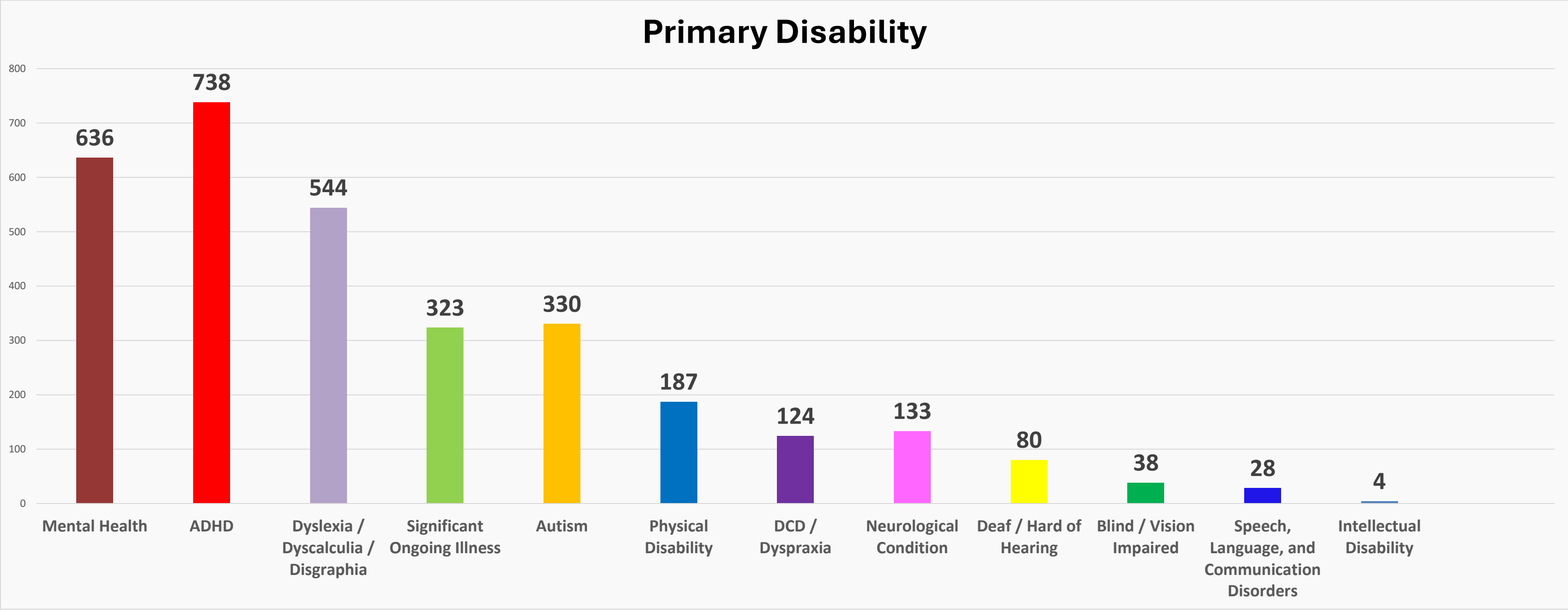
1. How a student registers for Disability Support
2. Reasonable Accommodation policy
3. Student agreement and consent to disclose
4. Sharing to schools via Power BI
5. Sharing to the nominated school DLO via SITS
6. Sharing to academic staff via module manager
7. GDPR regulation – Privacy agreement
8. Website support information
9. Contact hours & questions



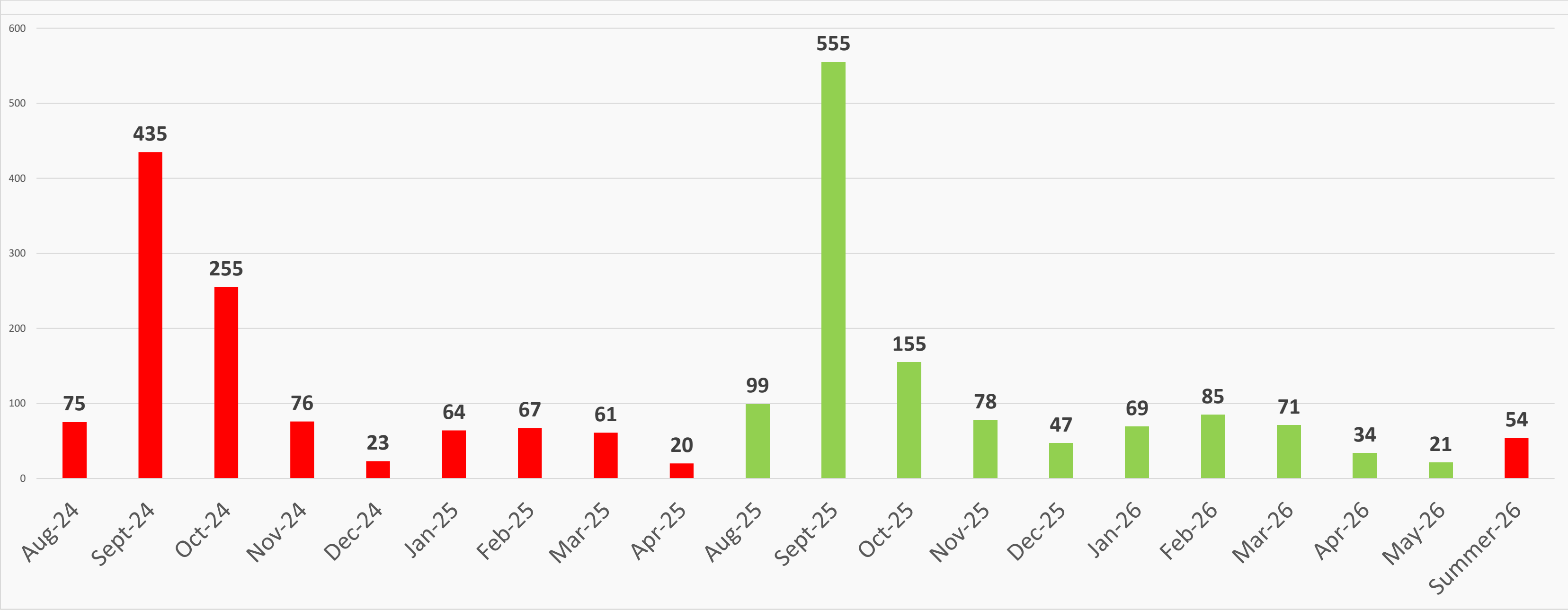
Disability growth:



Disability Cohorts:

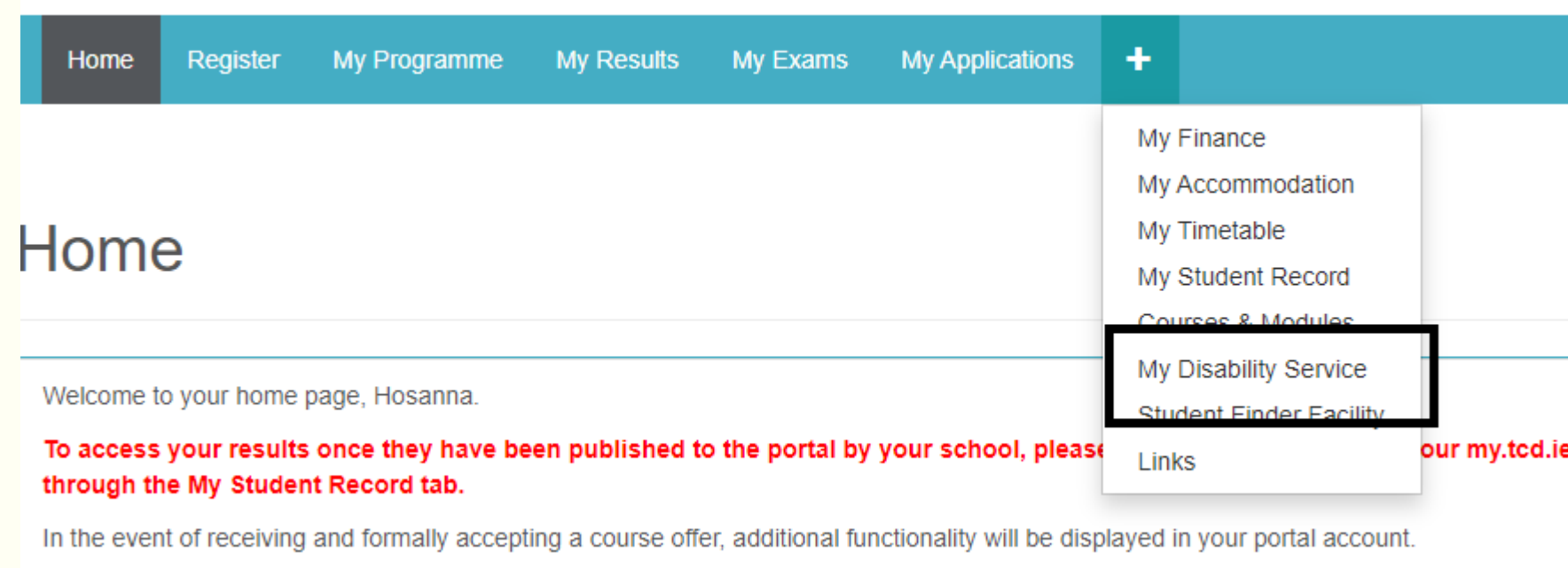


Disability registrations:



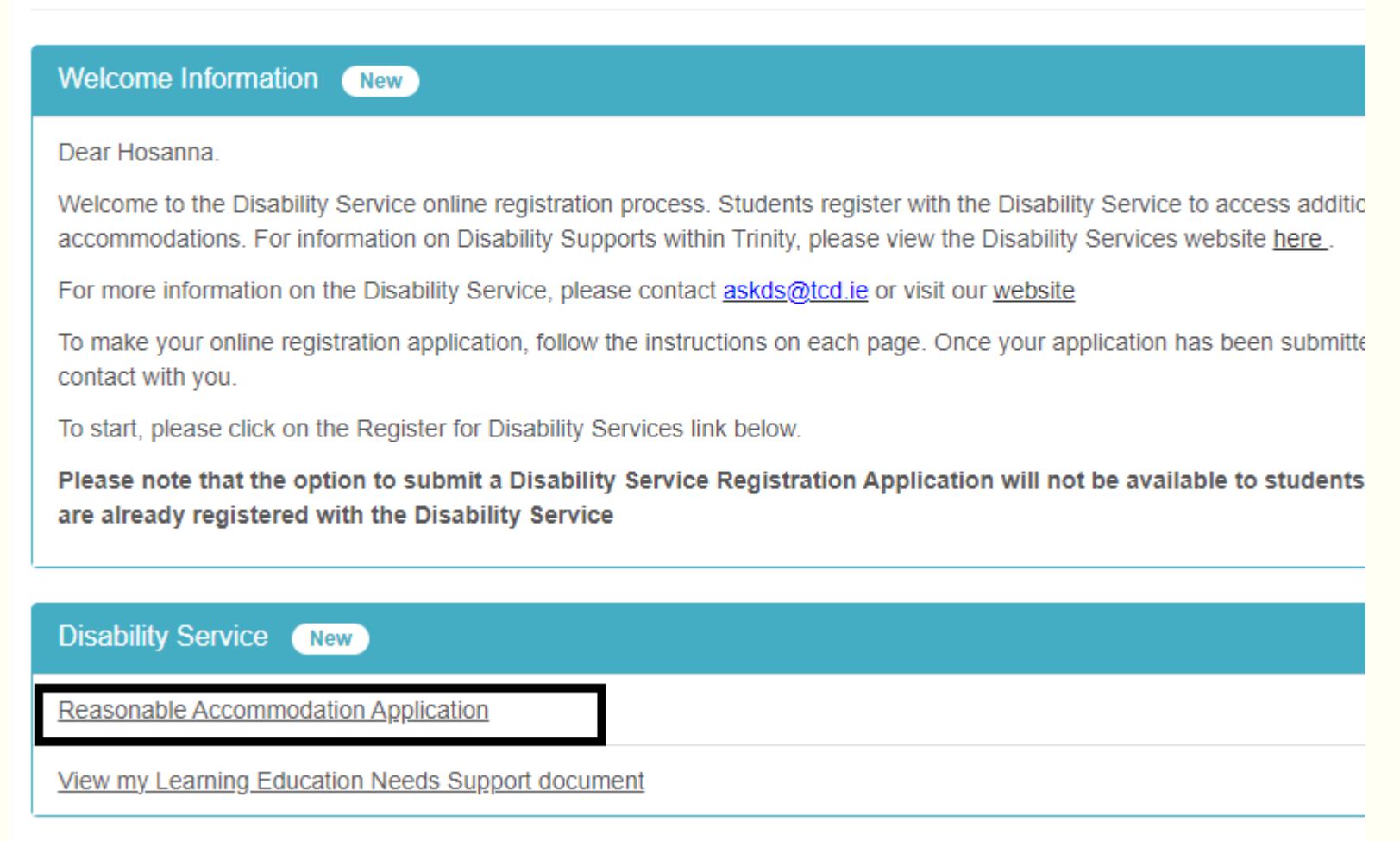
How a student registers for support ?

- All students must register for support via the my.tcd.ie portal and choose the my disability service tab, complete a short application 2mins long and provide evidence of disability. All steps must be completed for this process to finish



- There application is reviewed and a disability officer assigned to meet and review there evidence and complete needs assessment leading to the LENS report as the output

My Disability Service



GPDR –Privacy statement

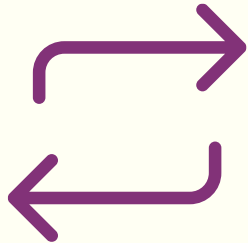
- Student agrees to this at the application stage .
- [Privacy agreement](#)

States: The Disability Service in Trinity will share your data with third parties (internal and external) where necessary for purposes of the processing outlined here. The University will share your data with the following third parties:



Library	Name, student number to avail of extended borrowing rights
Mobility and Employment Skills; (this includes study abroad, course or work placement, internship and post-graduation career support for 1 year as Trinity Alumni)	Placement Learning Educational Needs summary (PLENS) report to ensure the student receives the appropriate levels of reasonable accommodations identified in the Needs Assessment. Can also apply where external placements are an integral part of the course (such as a professional course, work placement, internship or study abroad), or if career supports are requested, a student may give consent to share their PLENS.
Print Credit Supplier (Datapac)	Email & student number to provide students with access to print credit.
Assistive Technology (licensing agreements for Apps and AT Software)	Email, first name, last name
Safety Officer	Personal Emergency Evacuation Plan to ensure students' needs are supported in the event of an emergency evacuation.
School and Department staff (course/module staff) and external placement staff if relevant	School and Department Staff are provided with the students (Placement) Learning Educational Needs Summary – (P)LENS to ensure agreed reasonable accommodations are provided to the student.

Student agreement to the LENS report before sharing – Policies



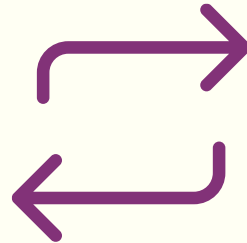
➤ Before the student agree to the LENS report they agree to two policies:

1. [Consent to disclose agreement](#)

States : I consent to the Disability Service to add information relating to academic and disability support requirements to my student record at my.tcd.ie. I understand that reasonable accommodations will only be provided following a needs assessment and that my explicit consent will be required via my.tcd.ie to allow the Disability Service implement and communicate my reasonable accommodations via a Lens report.

Trinity Service/Supports	Type of Disclosure
Academic Registry (including Examinations)	Name, student number, exam codes
Accommodation Services	Name, student number, disability category
ESF/International Office	Name, student number, disability category, support requirements
Library	Name, student number
External Placement Supervisor	Placement) Learning Education Needs Summary (P)LENS
Print Credit Supplier	Email & student number
Safety Office	Personal Emergency Evacuation Plan
School/Department (course/module staff) and external placement staff if relevant	(Placement) Learning Education Needs Summary (P)LENS
Sports Centre - Respite	Name, student number
Student Counselling and Health Service	Name, student number, ESF eligibility
Superintendent - Locker	Name, student number
Trinity Tutor	(Placement) Learning Education Needs Summary (P)LENS

Student agreement to the LENS report before sharing – Policies



- Student also have to agree to their LENS report via the portal
- Students are aware of the sharing to their academic school and academics

From

Disability Service

Received

17/Aug/2023

Due Date

Subject

Your Learning Educational Needs Summary (LENS) requires your input and approval

Dear student,

Your Learning Educational Needs Summary (LENS) report is now ready for approval. Your contact from the Disability Support team, Angelina Lavelle, has asked you to review and approve this document .Please review the report and use the action option to approve or query your LENS report.

Please note Trinity Disability Service have completed a needs assessment and some of the supports outlined in the LENS report may require financial assistance from the Fund for students with disabilities – FSD/Trinity funding.

On your approval of the LENS, you confirm that 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.

More information on the Additional disability funding can be at this link-[more information](#)

Click on "Action" below to access your online task.

Reasonable accommodation Policy - Underpinning the Needs Assessment and LENS report accommodations

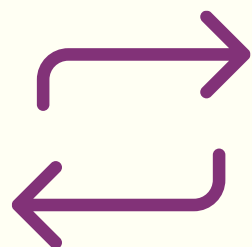
- The policy defines the standard and non-standard reasonable accommodations (individual) available to students with disabilities.
- The policy explains how reasonable accommodations are granted and communicated to all relevant stakeholders.

➤ [Trinity Reasonable Accommodations Policy](#)

➤ [Disability Service Support info on this area](#)

The screenshot shows the Trinity Disability Service website. The header is blue with the text 'Trinity Disability Service' and a navigation menu with links: Menu, Home, Exam Supports, Student Supports, Application for Reasonable Accommodations, Contact, and Gaeilge. Below the header, there is a breadcrumb trail: 'INFORMATION FOR TEACHING AND PROFESSIONAL STAFF / IMPLEMENTING REASONABLE ACCOMMODATIONS FOR STUDENTS IN SCHOOLS'. The main heading is 'Implementing Reasonable Accommodations for Students in Schools'. The text below the heading states: 'This page contains guidance for School staff (specifically Disability Liaison Officers, Module owners and other staff) on the responsibilities and process of implementing reasonable accommodations.' Below this is a section titled 'What is a Reasonable Accommodation?' which defines it as an amendment to the student's course of study. A bulleted list follows: 'intended to help ensure disabled students are not disadvantaged', 'available to students with specific learning difficulties and other disabilities', and 'intended to address a disability-related issue, not an ability "gap".' At the bottom, it mentions that Trinity introduced the 'Trinity Reasonable Accommodation Policy' in January 2018. On the right side, there is a sidebar with a menu titled 'Information for Teaching and Professional Staff' containing links: 'Disability Awareness information', 'Implementing Reasonable Accommodations for Students in Schools' (highlighted in blue), 'Guidance on Accessing LENS in SITS', 'GDPR', 'DLO School Contacts', 'Inclusive Learning', and 'Blackboard Exams'.

Sharing to Schools to DLO/DUTL/DPTL/head of School and Nominated admin staff - SITS – Direct LENS



- As a result of the introduction to the Power Bi report, we are making a small amendment to how direct LENS access is provided in SITS
- We are moving to allowing schools to have more control on who they give access to individual LENS reports, similar to Module creation in Module manager
- For previous academic years 25-26, each school provided Disability with a list of admin staff along with the DUTL/placement manager, which is some schools lasted 10-15 names strong
- Led to poor distribution of LENS from our service and also school was missed where a student was taking an elective in a single school

HomeLinksMy ExamsMy ApplicationsMy FinanceMy Accommodation+

Disability Service

Disability Service - Academic Liaison Officer

Export dataExport accommodations

My Students

Search:

Student number	Name	Course	Standing	Primary Disability	Support Type	Exam Codes	Disability Officer	Date added	Links
	ADAM, CATHERINE		4	Deaf/Hard of Hearing	A	15 LV IV A3 EL ISL EL	Kieran Lewis	06/Feb/2018	View Assign
	DUNPHY, WILLIAM		2	Autistic Spectrum Disorder	A	15 LV	Declan Treanor	31/Jan/2018	View Assign
	MCGRATH, PAUL GERARD		2	Intellectual Disability	A	10 EL	Declan Treanor	31/Jan/2018	View Assign

Showing 1 to 3 of 3 entries

First

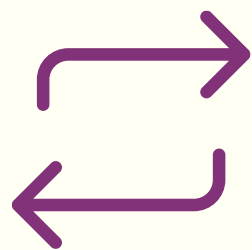
Previous

1

Next

Last

Sharing to Schools to DLO/DUTL/DPTL/head of School and Nominated admin staff - SITS – Direct LENS



- The new format will ask schools for **three names for direct access to Disability LENS reports**. This access will be set up by the Disability Service annually in August and will be requested via the Disability MS Form
- Each nominated School DLO will **have the functionality to setup discipline DLO's** within the system as needed and add/delete as needed
- When a student agrees to a LENS report and based on their student record, the report will be shared with the school DLO and the discipline DLO automatically, no manually sharing of info

Disability Service

Disability Service - Disability Liaison Officer

[Export data](#) | [Export accommodations](#)

My Students

Search:

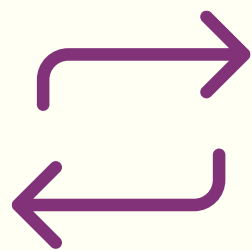
Student number	Name	Course/Module	Standing	Primary Disability	Exam Codes	Disability Officer	Date added	Links
25368368	JONES, SEAN	Economic and Social Studies	1	Autism	10 GV ST	Disability Service Team		View Assign

Showing 1 to 1 of 1 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

[Assign Discipline Disability Liaison Officers](#)

Sharing to Schools to DLO/DUTL/DPTL/head of School and Nominated admin staff - SITS – Direct LENS



- You will receive a weekly email to notify the nominated of any new student registered with our service that week, replacing the individual emails sent when we released a LENS to a school

A

ASKDS@tcd.ie

To: Andrew Costello

Reply

Reply all

Forward

Tue 18 Aug 2026 18:3



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Please find below a list of students who have had their LENS released or updated in the last week -

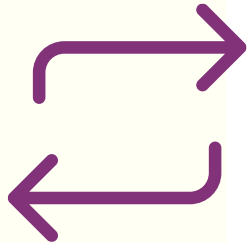
Student number	Name	Course	Standing	Primary Disability	Disability Officer	Date updated
21363936	NOLAN, LILY	Drama Studies and Modern Language	4	Autism	Andrew Guerin	17/Aug/2026

Please log in to <https://my.tcd.ie> to view the individual LENS documents.

Reply

Forward

Sharing to Schools to DLO/DUTL/DPTL/head of School and Nominated admin staff - SITS – Direct LENS



DEMO TIME

Disability Service

Disability Service - Disability Liaison Officer

[Export data](#) | [Export accommodations](#)

My Students

Search:

Student number	Name	Course/Module	Standing	Primary Disability	Exam Codes	Disability Officer	Date added	Links
25368368	JONES, SEAN	Economic and Social Studies	1	Autism	10 GV ST	Disability Service Team		View Assign

Showing 1 to 1 of 1 entries

First

Previous

1

Next

Last

[Assign Discipline Disability Liaison Officers](#)

HomeMy ExamsMy AccommodationDisability ServiceAdmissions ManagementStudent Financials

Andrew Guerin (Logout)

Assign Discipline Liaison Officer

Search:

Personnel	Discipline	Start Date	Expiry Date	Assigned/Updated by	Date assigned/updated	Action
Andrew Guerin [06205224]	OCCUPATIONAL THERAPY	11/Sep/2025	25/Jul/2026	Andrew Guerin [06205224]	11/Sep/2025	Edit
Andrew Guerin [06205224]	OCCUPATIONAL THERAPY	12/Sep/2025	25/Jul/2026	Andrew Guerin [06205224]	12/Sep/2025	Edit
Andrew Guerin [06205224]	OCCUPATIONAL THERAPY	12/Sep/2025	25/Jul/2026	Andrew Guerin [06205224]	12/Sep/2025	Edit
Andrew Guerin [06205224]	NO DISCIPLINE - HSC-MD	12/Sep/2025	25/Jul/2026	Andrew Guerin [06205224]	15/Sep/2025	Edit
Andrew Guerin [06205224]	CLINICAL MEDICINE	12/Sep/2025	25/Jul/2026	Andrew Guerin [06205224]	18/Aug/2025	Edit

Sharing to Teaching academic/ Module co-coordinators

- This is not handled by the Disability office we only share to the nominated list a provided by the schools
- TCD Module manager allow academic offices to add the module lead name to this system which will allow the sharing of the LENS via the portal automatically
- Academic Registry support module manger and can also update this field if it is locked or not available to staff

The screenshot displays the 'Module Details' form in the TCD Module Manager. The form is titled 'Module Details' in a teal header. It contains the following fields and values:

- Module Name*: TORTS
- Proposed Module Code*: LA1015 (Note: * Module code must commence with LAU (or TEU for Trinity Electives) and be 8 characters in length. Use TBD if code is to be allocated later.)
- Discipline: LAW
- Faculty/School: AHSS, Law
- Academic Year (for deployment): 2019/20
- Course Year Taught: Undergraduate course year 1
- Scheme: ECTS
- ECTS Value*: 0
- Module Type: Standard Module
- Module Coordinator*: (Empty field, highlighted with a black border)
- Assessed via Blackboard Grades Journey? (Radio buttons): Yes (selected), No
- Assessment Period: Taught Semester 1 - Assessed Semester 1
- Marking Scheme: MA0-01 Mod Sch 40%; I, II1, II2, III, F1, F2
- HEA Price Group: Non Laboratory
- Module Approval Date: (Empty field with a calendar icon)
- Module Approved By: Council
- Save button (Green)

Sharing to Teaching academic/ Module co-coordinators

- A DLO/nominated admin staff can also assign access to a individual LENS report as needed for one year's access giving a read only view

Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

my.tcd.ie

Home Links Assessment My Exams **Disability Service** Courses & Modules + Samantha Peavoy (Logout)

Disability Service

Disability Service - Academic Liaison Officer

[Export data](#) | [Export accommodations](#)

My Students

Search:

Student number	Name	Course	Standing	Primary Disability	Support Type	Exam Codes	Disability Officer	Date added	Links
16336202	GRIFFIN, BURCU	Postgraduate Diploma in Accounting	1	ADD/ADHD	A		Declan Reilly	19/Dec/2017	View Assign
17319686	ABDUL KHALIQ, FLORENCE DENA	Business Administration	1	Dyslexia/Dyscalculia /Dysgraphia	A	10 ST	Andrew Costello	11/Dec/2017	View Assign

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

GDPR Training / Internal Audit 2024:

IA ref 2024-03/04: GDPR Training & LENS Reports - LENS Processes

Risk and related impact

Data breach / non-compliance with GDPR requirements due to lack of awareness of staff of requirements and inefficiencies in data management

IT is the school's responsibility to ensure that the three names provided to Disability to be setup on the system and any following DDLO names added to the system by the school have completed the required GDPR training provided by the TCD Data Protection Office:

Data Protection

- Menu
- Home
- Research
- IT Security
- Training
- Your Rights
- Data Breach Notification
- Contact

Training

Resources

TRAINING

Staff Training

Data Protection & Cyber Security Training – KnowBe4 Platform

As a controller of personal data, Trinity College Dublin is responsible for demonstrating compliance with data protection law. University staff must successfully complete the mandatory Data Protection & Cyber Security Training Module which can be accessed via the KnowBe4 platform. This requirement applies to all staff, including those who have previously completed data protection training. Please click on the link below to access the training software.

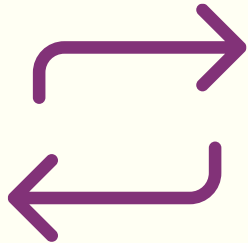
ACCESS MODULE

Student Training

Data Protection & Cyber Security Training – Blackboard Ultra Platform

As a controller of personal data, Trinity College Dublin is responsible for demonstrating compliance with data protection law. Trinity students who process personal data for research or other College-related purposes should successfully complete the College's Data Protection & Cyber Security Training Module which can be accessed via the Blackboard Ultra platform. Please click on the link below to access the training software.

Sharing to Schools to DLO/DUTL/DPTL/head of School and Nominated admin staff - 2 Approaches



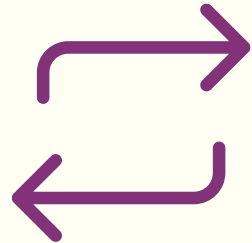
Power BI School report

- From feedback from schools leading from the SU LENS campaign in 24-25 it was advised that some schools with high numbers found viewing the data within SITS hard and admin heavy.
- What is Power Bi ? Power BI is a data visualization and business intelligence tool developed by [Microsoft](#). It allows users to connect to various data sources and create interactive dashboards and reports. Power BI helps users visualize data, discover insights, and view information.

The screenshot shows a Power BI report titled "LENS Active Students By Faculty School" for Trinity College Dublin. The report includes a sidebar with navigation links: "Disability Service Data", "Disability Schools Report", "Lens Active By Facul...", and "Student Accommoda...". The main area features several filter cards for "Academic Year" (2024/25), "Registration Status" (All), "Course Grouping" (All), "Faculty" (All), "School" (Histories and Humanities), "Discipline" (All), and "Module Code and Name" (All). A "Student Count" badge shows 160. Below the filters is a table with columns for various disability categories and a total column.

Faculty	School	ADD/ADHD	Autistic Spectrum Disorder	Blind/Vision Impaired	Deaf/Hard of Hearing	Development Co-ordination Disorder (Dyspraxia)	Dyslexia/Dyscalculia /Disgraphia	Mental Health Condition	Neurological Condition	Physical Disability	Significant Ongoing Illness	Speech, Language and Communication Disorders	Total
Total		31	36	2	5	8	23	27	11	4	11	2	160
AHSS	Total	31	36	2	5	8	23	27	11	4	11	2	160
	Histories and Humanities	31	36	2	5	8	23	27	11	4	11	2	160

Sharing to Schools to DLO/DUTL/DPTL/head of School and Nominated admin staff - 2 Approaches



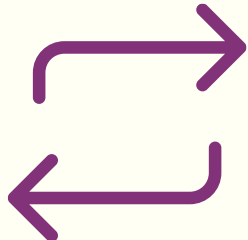
Power BI School report

- Power Bi is taking the information held in SITS and student LENS reports and making it easier visually to view and find the data required by schools.
- Access is provided annually, similar to the previous SITS access, annually via the MS Form circulated – Request sent in July/August
- All staff listed must have completed the mandatory College Data Protection and Cyber Security Training
- Access cannot be given to all school staff; only the names provided due to the classification of data being provided in the report
- Power Bi License can be requested for free via the IT Service desk -

The screenshot shows the 'LENS Active Students By Faculty School' report in Power BI. The interface includes a left-hand navigation pane with 'Disability Service Data' and 'Disability Schools Report' sections. The main area features several filter cards for 'Academic Year' (2024/25), 'Registration Status' (All), 'Course Grouping' (All), 'Faculty' (All), 'School' (Histories and Humanities), 'Discipline' (All), and 'Module Code and Name' (All). A 'Student Count' card on the right shows a value of 160. Below the filters is a data table with columns for various disability categories and a 'Total' column. The table data is as follows:

Faculty	School	ADD/ADHD	Autistic Spectrum Disorder	Blind/Vision Impaired	Deaf/Hard of Hearing	Development Co-ordination Disorder (Dyspraxia)	Dyslexia/Dyscalculia /Disgraphia	Mental Health Condition	Neurological Condition	Physical Disability	Significant Ongoing Illness	Speech, Language and Communication Disorders	Total
Total		31	36	2	5	8	23	27	11	4	11	2	160
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	Histories and Humanities	31	36	2	5	8	23	27	11	4	11	2	160

Sharing to Schools to DLO/DUTL/DPTL/head of School and Nominated admin staff - 2 Approaches



Power BI School report

DEMO TIME

Disability Service Data

Disability Schools Report ^

Lens Active By Facul...

Student Accommoda...

FileShareExportExploreSubscribeSet alert

Copilot

LENS Active Students By Faculty School

Academic Year2024/25

Registration StatusAll

Course GroupingAll

FacultyAll

SchoolHistories and Humanities

DisciplineAll

Module Code and NameAll

160
Student Count

Faculty	School	ADD/ADHD	Autistic Spectrum Disorder	Blind/Vision Impaired	Deaf/Hard of Hearing	Development Co-ordination Disorder (Dyspraxia)	Dyslexia/Dyscalculia /Disgraphia	Mental Health Condition	Neurological Condition	Physical Disability	Significant Ongoing Illness	Speech, Language and Communication Disorders	Total
Total		31	36	2	5	8	23	27	11	4	11	2	160
AHSS													
	Total	31	36	2	5	8	23	27	11	4	11	2	160
	Histories and Humanities	31	36	2	5	8	23	27	11	4	11	2	160



LENS reports and student issues

- **Students are informed by the Disability Service the LENS is their disability passport** and to inform lecturers they have a LENS – this allows for academics to connect this information to disability needs.
- **Students report academics do implement LENS reports** – this causes stress and anxiety for some students.
- Students can refer to LENS reports in correspondence, and tutors, module coordinators and Directors of Undergraduate / Postgraduate studies and other identified staff members have access to LENS to confirm. External teaching staff, teaching assistants etc will not have direct access
- **Recognition of LENS REPORT:** Once a student has registered with the disability service and has a valid LENS REPORT, this document should be universally recognised across all departments and schools within the college as evidence of the student's condition and the accommodations they require.
- Disabled students **should not be** asked to get additional evidence of disability a medical certificate for extensions of deadlines etc.

Website Support Info



➤ [Disability Support info](#)

Trinity Disability Service

[Menu](#) [Home](#) [Exam Supports](#) [Student Supports](#) [Application for Reasonable Accommodations](#) [Contact](#) [Gaeilge](#)

INFORMATION FOR TEACHING AND PROFESSIONAL STAFF / [GUIDANCE ON ACCESSING LENS IN SITS](#)

Guidance on Accessing LENS Reports in SITS

Some staff roles within Schools will be able to view a student's LENS and reasonable accommodations within the student's record on SITS.

- Disability Liaison Officer will be able to download and see the LENS of any student within their School
- Module Owners will be able to download and see the LENS of any student within their School.
- Tutors will be able to see the LENS of any student for whom they are a Personal Tutor. They will receive a notification as one of their students has a new or updated LENS.
- PG Directors and PGR Supervisors will be able to see the LENS for their students. They will receive a notification as one of their students has a new or updated LENS.

To find out how to use the SITS functionality, choose your role below:

Disability Liaison Officer >

Tutor >

Information for Teaching and Professional Staff

[Disability Awareness information](#) ▾

[Implementing Reasonable Accommodations for Students in Schools](#)

[Guidance on Accessing LENS in SITS](#) ▾

[GDPR](#)

[DLO School Contacts](#)

[Inclusive Learning](#) ▾

[Blackboard Exams](#)

Contact info

➤ askds@tcd.ie



Trinity Disability Service

- Menu
- Home
- Exam Supports
- Student Supports
- Application for Reasonable Accommodations
- Contact
- Gaeilge

Trinity disAbility Service

Pearse Street Printing House Square,
Trinity College Dublin, Dublin, D02
DP29

[Directions](#)

[View larger map](#)



Contact Us

Disability Services
Printing House Square, Pearse Street, Dublin 2

askds@tcd.ie

[+353 1 896 3111](tel:+35318963111)

