



General Guidelines for Students with Disabilities

In order to fully evaluate requests for accommodations and/or the use of auxiliary aids, and to determine eligibility for services, the Office of Student Services through the Vice President of Student Services at Clarendon College needs documentation of your disability. The documentation you provide should include an evaluation by an appropriate professional that makes evident the current impact of the disability as it relates to the accommodation(s) requested, and include a description of any and all functional limitations. Professionals conducting assessments and rendering diagnoses must be qualified to do so. Such documentation should be on letterhead and contain the professional's signature. Documentation must be within the last five years.

The general guidelines listed below are developed to assist you in working with your treating or diagnosing professional(s) in preparing the information needed to evaluate your request(s). If, after reading these guidelines and reviewing the disability specific information provided below, you have any questions, please call the Vice President of Student Services at (806) 874-4837.

Documentation should include the following information:

1. **Current functional impact of the condition(s).** The current relevant functional impact on physical (mobility, dexterity, etc.), and cognitive (attention, distractibility, communication, etc.) should be described as a clinical narrative and/or assessment. **Examples of this type of documentation are:** a Psychological Evaluation, a letter from a licensed professional, and/or an Admissions, Review and Dismissal.
2. Recommended accommodations and/or auxiliary aids currently prescribed or in use. **Examples of this type of documentation are:** a Psychological Evaluation, a letter from a licensed professional, and/or an Admissions, Review and Dismissal.
3. A diagnostic statement identifying the disability. **Examples of this type of documentation are:** a Psychological Evaluation, and/or a letter from a licensed professional.

Accommodations must be renewed each semester.



Accommodation Procedure

In order for a student to receive special accommodations for a disability(ies) at Clarendon College, the following must be followed:

1. The student must complete an **Accommodation Request Form** and turn it into the Associate Dean of Enrollment Services.
2. The student must also submit the proper documentation supporting the request for accommodations to the Associate Dean of Enrollment Services along with the **Accommodation Request Form**
3. The Associate Dean of Enrollment Services will review the student's **Accommodation Request Form**.
4. If the accommodations are approved, the student will be given a Clarendon College accommodation form listing the approved accommodations for each of his or her instructors.
5. The student **will be responsible** for giving the form to each of his or her instructors.
6. If an instructor feels a student would benefit from these services, please refer them to the Associate Dean of Enrollment Services for review.



CLARENDON COLLEGE

www.clarendoncollege.edu

Since 1898

Request and Authorization for Release of Information

I, _____, received accommodations at your school due to a documented learning disability. I am requesting that a copy of my records be sent to Clarendon College so that I can receive services as I continue my education.

Please mail a copy of my records to Becky Green, Associate Dean of Enrollment Services, P O Box 968, Clarendon, Texas 79226 or email them to becky.green@clarendoncollege.edu.

Thank you,

Signature

Date



Accommodation Request Form

Dear Student,

This form must be filled out accurately and completely, and turned in to the Associate Dean of Enrollment Services along with the proper documentation to ensure timely processing of your request. Upon approval of accommodations you will be provided an accommodation request letter to give to each of your instructors. It is your responsibility to give this accommodation request letter to each of your instructors and discuss your individual academic needs with him/her. *Accommodations DO NOT carry over into the next semester.* This form must be turned in to the Associate Dean of Enrollment, each semester in order for accommodation letters to be created.

Student Name: _____

Student ID#: _____ - _____ - _____

Please initial the accommodations you are requesting.

REQUESTED

APPROVED

_____	_____	Assistance in acquiring books from Recording for the Blind and or the Talking Book Program.
_____	_____	Instructor to type all tests and other handouts in large font.
_____	_____	Instructor to print all tests and other handouts on colored paper (Available in the Counseling Center)
_____	_____	Allow student to use tape recorder for instructional material.
_____	_____	Reader
_____	_____	Allow student to take exams in the Testing Center
_____	_____	Allow student extra time on exams
_____	_____	Volunteer note taker
_____	_____	Sign language interpreter
_____	_____	Use of auxiliary/assistive devices: _____
_____	_____	Preferential seating: _____
_____	_____	Other: _____



Accommodation Request Form

I am requesting accommodations in the following classes.

Instructor's Name: _____ Course # _____ Section # _____

Instructor's Name: _____ Course # _____ Section # _____

Instructor's Name: _____ Course # _____ Section # _____

Instructor's Name: _____ Course # _____ Section # _____

Instructor's Name: _____ Course # _____ Section # _____

Instructor's Name: _____ Course # _____ Section # _____

Accommodations are effective upon receipt of a letter to the instructors signed by the Associate Dean of Enrollment. By signing this form, you have given the Student Services staff permission to disclose your status as a student with a disability/ies.

Student Signature

Date

Semester



CLARENDON COLLEGE

www.clarendoncollege.edu

Since 1898

Clarendon College Student Services

To: _____
Faculty

From: Tex Buckhaults
Becky Green

Re: _____
Student Request for Accommodations
Fall 2015

In compliance with Section 504 of the Rehabilitation Act of 1974 and the American Disabilities Act of 1990, Clarendon College is required to provide appropriate accommodations for students with disabilities.

_____ is a student enrolled in your class this semester with a documented disability. The following accommodations have been approved for this student.

- Course syllabus, exams, quizzes and handouts typed in large font _____
- Course syllabus, exams, quizzes and handouts on colored paper _____
- Allow student to use a tape recorder _____
- Allow student to take exams/quizzes in the Testing Center _____
- Allow student extra time on exams/quizzes _____
- Allow student to use a Scribe (note taker) _____
- Allow student to use a calculator _____
- Allow student to use an adaptive computer keyboard _____
- Allow student to use a sign language interpreter _____
- Other _____

This student has been advised to speak with you about these accommodations and to notify you immediately if there are any problems. The student has been told that it is not appropriate to wait until a failing grade has been posted to notify the professor about a problem. I would be happy to talk with you about any questions or concerns you have about providing these accommodations. I can be reached at (806) 874-3571, Ext. 171.

Student Signature Date

Tex Buckhaults Date
Vice President of Student Services

Becky H. Green Date
Associate Dean of Enrollment Services