



Clarendon College Accommodation Request Packet

This packet must be submitted, along with supporting documentation, each semester that a student wishes to receive accommodations for a disability(ies).

Please read the packet carefully and follow the instructions completely to request accommodations. Incomplete submissions may cause a delay in processing.

Questions can be directed to:
janean.reish@clarendoncollege.edu



Accommodation Procedure

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

1. The student must complete the documents in this accommodation request packet and turn them in to the Associate Dean of Enrollment Services. The student must sign the forms in the designated locations for the forms to be considered complete.
2. The student must also submit the proper documentation supporting the request (see the Documentation Guidelines on the following page) to the Associate Dean of Enrollment Services with the accommodation request forms.
3. The Vice President of Academic Affairs will review the student's accommodation request forms and documentation.
4. If the accommodations are approved, the student will be given a Clarendon College accommodation letter listing the approved accommodations for each of his or her instructors.
5. **The student will be responsible** for giving the letters to each of his or her instructors. It is not appropriate to wait until a failing grade has been posted to notify the instructor about your accommodations. Accommodations are not retroactive, so coursework completed before the accommodations letter is presented to the instructor cannot be redone.

NOTE: Accommodations do not automatically carry over to the next semester. Accommodations must be renewed each semester by submitting a new accommodation request packet to the Associate Dean of Enrollment Services.



Documentation Guidelines for Accommodation Requests

In order to fully evaluate requests for accommodations and/or the use of auxiliary aids and to determine eligibility for services, Clarendon College needs documentation of your diagnosed disability. This supporting documentation is to be submitted with the completed forms from the accommodation request packet.

The documentation you submit should include an evaluation by an appropriate professional that makes evident the current impact of the disability(ies) 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 include the professional's signature. Documentation must be within the last five years.

The general guidelines below are developed to assist you in working with your treating or diagnosing professional(s) in preparing the information needed. If you have questions regarding these guidelines, you may contact the Vice President of Academic Affairs at (806) 874-3571, Ext. 101.

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(ies). **Examples of this type of documentation are:** a Psychological Evaluation, and/or a letter from a licensed professional



Accommodation Request Form- Part 1

Dear Student,

This form must be filled out legibly and accurately and submitted to the Associate Dean of Enrollment Services, along with the proper supporting documentation, to ensure timely processing of your request. Upon approval of accommodations, you will be given an accommodation letter to give to each of your instructors. It is your responsibility to give the accommodation letter to each of your instructors and discuss your individual academic needs with him or her. Accommodations do not carry over to the next semester. The forms in the accommodation request packet must be turned in each semester in order for accommodation letters to be created. Submission of a request is not a guarantee of accommodations.

Student Name _____ **Student ID#** _____ - _____ - _____

In the left column, please initial or check the accommodation(s) you are requesting.

REQUESTED **APPROVED**

_____	_____	Instructor to type all tests and other handouts in large font.
_____	_____	Instructor to print all tests and other handouts on colored paper.
_____	_____	Allow student to use audio recorder for instructional material.
_____	_____	Allow student to take exams in the Testing Center.
_____	_____	Allow student extra time on exams.
_____	_____	Volunteer note-taker (scribe).
_____	_____	Preferential seating.
_____	_____	Sign language interpreter.
_____	_____	Use of auxiliary/assistive devices : _____
_____	_____	Other: _____



Accommodation Request Form- Part 2

I am requesting accommodations in the following classes:

Instructor name: _____ Course # _____

Instructor name: _____ Course # _____

Instructor name: _____ Course # _____

Instructor name: _____ Course # _____

Instructor name: _____ Course # _____

Instructor name: _____ Course # _____

Instructor name: _____ Course # _____

Accommodations are effective upon the instructor receiving a current accommodation letter signed by the Vice President of Academic Affairs. It is your responsibility to ensure your instructor(s) receive the accommodation letter(s) provided to you. By signing this form, you are granting the Student Services staff permission to disclose your status as a student with a disability(ies).

Student Signature: _____

Student Name (printed): _____

Date: _____ Semester: _____



Accommodation Notification Letter

To: _____
(Faculty)

From: Brad Vanden Boogaard

Re: _____
Student Request for Accommodations

Term: _____

In compliance with Section 504 of the Rehabilitation Act of 1974 and the Americans with Disabilities Act of 1990, Clarendon College is required to provide appropriate accommodations for students with disabilities. The above named is a student enrolled in your class this semester with a documented disability. The following accommodations are approved for this student.

	Course syllabus, exams, quizzes & handouts typed in large font
	Course syllabus, exams, quizzes & handouts printed on colored paper
	Permit student to use an audio recorder for instructional material
	Permit student to take exams in the Testing Center
	Permit student extra time on exams/quizzes
	Permit student to use a scribe (volunteer note taker)
	Preferential seating for the student
	Permit the student to use a sign language interpreter
	Use of auxiliary/assistive devices:
	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 informed that it is not appropriate to wait until a failing grade has been posted to notify the instructor about a problem. If you have questions or concerns regarding providing the accommodations granted to this student, I will be happy to discuss it with you. I can be reached at 806-874-3571, Ext 101. Please note: accommodations are considered confidential and should not be discussed or otherwise revealed to others without an official need to know.

Student Signature

Date

Brad Vanden Boogaard
Vice President of Academic Affairs

Date