STEPS TO SECURING REASONABLE ACCOMMODATIONS FOR A DISABILITY

If you believe you have an academic disability that requires accommodation, print the following pages and complete the steps outlined below. **Initial on the line beside each step upon completion.**

1. Print this packet.
2. Complete the Angelina College Disability Accommodation packet.
3. Secure documentation (no more than 5 years old) of your disability and attach it to the application. (Angelina College does not provide or pay for testing/diagnosis for disabilities.) See page 2 for explanation of documentation required.

4. At least four (4) weeks before the beginning of your first semester at AC, contact the Disability Services Office located in the Student Center Room 206 or studentservices@angelina.edu.

5. Your application and documentation will be considered by the Manager of Disability Services, who will review your materials and establish appropriate, reasonable accommodations for your disability while at AC. No application will be considered until all documentation is complete. **NOTE: Disability Services must maintain confidentiality about you and your reviewed materials.**

6. You will receive notification of approved accommodations via your student email address. Your instructors will be notified via email as well.

7. At the beginning of each subsequent semester, to maintain disability accommodations, you must:
   A. Submit a copy of your class schedule to the Disability Services Office in the Student Center Room 206.
   B. Communicate with the Disability Services Office about your academic status and any needs/problems you encounter during the semester.

8. Angelina College adheres to and annually informs students of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. This act, with which the institution intends to fully comply, was designed to protect the privacy of student records. Under FERPA, eligible students have certain rights with respect to their student records. **NOTE: If you need to authorize a family member or individual to have access to your Accommodations and Academic records, you must submit the FERPA Release form.** This form is located on the AC Portal, select the Admissions tab and scroll to the bottom of the page. Students must log in on the Portal to access the FERPA Release form.

Remember that disability accommodations are adjustments that allow you to work through academic barriers presented by your disability; **course content and test content will not be altered.** Angelina College does not provide transportation services to a campus, learning center, or from one class to another. Angelina College does not provide personal assistants for such activities as getting in or out of wheelchairs, restroom attendance, or cleaning.
Documentation Required

Evaluations/diagnoses that are usually sufficient documentation include, but are not limited to, the following, as long as they contain the information listed under “Documentation Requirements” and do not exceed the five-year limit:

1. DARS Evaluations
2. Results of testing done by a private counselor (LPC) or clinical psychologist.
3. Medical diagnoses by a licensed physician
4. Public school evaluations that were completed by a qualified professional diagnostician and contain testing information and list modifications routinely supplied by the school. (ARD meeting results are not in themselves adequate documentation of a disability.)

Documentation Requirements:

___ 1. A diagnosis of current disability (done within 5 years)
___ 2. The date of the diagnosis
___ 3. How the diagnosis was reached (names of evaluation instruments and criteria, if appropriate to diagnosis)
___ 4. How the disability affects a major life activity
___ 5. The areas of educational impact
___ 6. Prescriptive treatments and/or medications and the impact on the disability
___ 7. The credentials of the diagnostician
___ 8. Specific suggestions for reasonable accommodations appropriate to the postsecondary education level

I have read the information above and understand what my responsibilities are as a student receiving disability accommodations at Angelina College.

____________________________________________________                ___________________________________
Student Signature                                                                                           Date
ANGELINA COLLEGE welcomes you to FIND YOUR FUTURE. To provide the best possible disability accommodations, Student Services needs the information below.  PLEASE PRINT LEGIBLY.

**Part I – General Information**

<table>
<thead>
<tr>
<th>Full Name: __________________________</th>
<th>__________________________</th>
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<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Middle Name</td>
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<table>
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<tr>
<th>Date of Application: __________________________</th>
<th>Student ID No. ______________</th>
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<table>
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<tr>
<th>Date of College Entry: __________________________</th>
<th>Date of Birth _______ / _______ / _______</th>
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<tbody>
<tr>
<td>Semester</td>
<td>Year</td>
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<table>
<thead>
<tr>
<th>AC Email Address: ____________________________________________________________________________</th>
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<tr>
<th>Permanent Address: __________________________________________________________________________</th>
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<tbody>
<tr>
<td>Street Number or PO</td>
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<table>
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<tr>
<th>Local Address: ____________________________________________________________________________</th>
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<tbody>
<tr>
<td>Street Number or PO</td>
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<th>Telephones: __________________________</th>
<th>__________________________</th>
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<tbody>
<tr>
<td>Cell Phone</td>
<td>Home Phone</td>
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Is assistance required for registration/orientation? (Check One) ________ Yes ________ No

**Part II – Disability Information (All information about your disability is treated as confidential.)**

Name of Primary Disability: ____________________________________________________________________

Additional Disability (if applicable): ____________________________________________________________________

Additional Disability (if applicable): ____________________________________________________________________

Attach documentation of any disability claimed. (See Documentation Requirements, on Steps to Securing Reasonable Accommodations for a Disability.)
Check the classroom accommodations that you think would be appropriate for your disability. Your requests will be reviewed and compared to the recommendations from your diagnostician, and the Manager of Disability Services will designate the appropriate accommodations for you according to your documented need.

___ Copy of class notes (from instructor, if possible) or ___ In-class note taker

___ Preferential front seating (for concentration and/or lip reading)

___ Written and oral directions for tests and assignments

___ Extended time for tests (up to 1.5 hours extra)

___ Extended time for assignments (up to 1.5 hours extra)

___ Test reader

___ Test scribe

___ Sign language interpreter (_____ ASL _____ English _____ MSL _____ Other)

___ Reader pen

___ Alternative testing environment, non-distractive

___ Special seating (near door; table for wheelchair access, other requirement for wheelchair access)

___ Frequent absences (with medical documentation)

___ Tape record lectures (using student-owned recording device)

___ Large print tests

___ Paper and pencil tests

___ Assistive devices

___ Zoomtext software

___ JAWS Software

___ Other

Are you requesting accommodations for the TSI Assessment?
Yes ___ No ___
Part III – Other Information

A. How will your disability limit or affect your activities/classroom work at Angelina College?

____________________________________________________________________________________________

____________________________________________________________________________________________

B. Please indicate any agency of which you are currently, or have been in the past, a client:

____ Texas Commission for the Blind

____ Texas Department of Deaf and Hard of Hearing Service

____ Texas Workforce Commission (Workforce Solutions, WIA, Vocational Rehabilitation Services)

____ Burke Center or other Texas Department of Health and Human Services

____ Other Agency (Please specify name: __________________________________________________________)

C. Please identify the counselor(s) you work with in any agency listed above, their office location and telephone numbers:

<table>
<thead>
<tr>
<th>Counselor Name and Agency</th>
<th>City in Which Office is Located</th>
<th>Office Telephone</th>
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D. Please identify the professional person(s) who diagnosed your disability:

<table>
<thead>
<tr>
<th>Diagnostician Name and Credentials (for example, M.D., Ph.D., LPC)</th>
<th>Office Phone</th>
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E. Do you take medications that affect your disability or in some way may affect your class work? If so, please list these:

1. __________________________________                    4. ___________________________________

2. __________________________________                    5. ___________________________________

3. __________________________________                    6. ___________________________________
I have read and understood the Steps to Securing Reasonable Accommodations. I have read and understood the information on this accommodations application form and the information supplied is true and accurate to the best of my knowledge.

_________________________________________________________               ____________________________
Student Signature                           Date
__________________________________________________________               ____________________________
Parent/Guardian Signature (if student is under age 18)                           Date

**To Be Completed by Disability Services:**

Date of Initial Meeting: __________________________________________

Persons Present at Initial Meeting: ______________________________________

Date of Issuance of First Instructors’ Memos: __________________________

Special Issues of Concern Expressed by Student: _________________________

Date of Record Release Form: _________________________________________

Records May Be Released to: _________________________________________