

**PALO ALTO COLLEGE
COLLEGE PROCEDURES**

Procedure Number: S 16.1
Procedure Title: Request for ADA Accommodations and Placement
Relevant Board Policy: [F.3.1.2 Communicable Diseases as a Disability](#); [G.2.2 Access to Programs, Services and Activities](#)
Originating Unit: Disability Support Services (DSS)
Maintenance Unit: Vice President Student Success

- I. Purpose: To outline the process for any student requesting ADA accommodations. Under federal law (Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990), individuals with disabilities is defined as having “a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment, or being regarded as having such an impairment.”
- II. Procedure Statement:
- Students requesting ADA accommodations must self-disclose a disability(s) and request accommodations through the Disability Support Services (DSS) office.
- A. Students must apply to the college by accessing Apply Texas online or visit the college in person. Students should contact the Disability Support Services office prior to visiting the college. Contact information is posted on the college website: [Disability Support Services](#).
- B. Upon initial visit to the DSS office, students must complete a Request for Services form. Students should indicate what the disability is and at least one major life activity(s) affected by it. Students must also indicate at least one specific accommodation request. Students are also provided with a DSS brochure that outlines general information about Disability Support Services at Palo Alto College.
Required Form: Request for Services (Attachment A).
- Note:** Deaf/Blind and Hard of Hearing Students are required to complete additional forms per State Mandatory Statue Sec. 54.205 of the Educational Code. (See Procedure: 16.3)
- C. The student must provide complete documentation from an appropriate source that is not older than 5 years from the date of the semester for which the accommodation is being requested. If the documentation is older than 5 years or incomplete, students are provided with a Documentation Guidelines Form. The reviewer reserves the right to request more current disability documentation if needed.
- D. If students do not have documentation upon their initial visit, a Release of Information Form must be completed. This form will be faxed to the licensed practitioner within 24 hours by the DSS staff.

[Required Form](#): Release of Information (Attachment B)

- E. Students are informed that once complete documentation is received, a thorough review by the Coordinator takes place within 7 to 10 working days.
- F. The Coordinator completes a DSS New Student File Checklist to determine if the documentation submitted describes the functional impact of the disability so that potential accommodations can be identified.

[Required Form](#): New Student File Checklist (Attachment C)

- G. DSS staff will call the student and schedule an intake interview with the Coordinator to receive input from the student with the disability(s) and to discuss the recommendations for accommodations. All accommodations decisions are made case-by-case depending on the medical documentation and discussion with the student. During the intake interview, the Coordinator also completes an intake packet that includes an Intake Evaluation Form and information on processes established for accommodations such as Extended Test Time.

[Required Form: Intake Evaluation Form](#) (Attachment D)

- H. During the intake interview, the Letter of Accommodation will be completed and a copy will be given to the student.

[Required Form: Letter of Accommodation](#) (Attachment E)

- I. DSS office will email the Letter of Accommodation to the student's ACES email account before the start of the semester or as soon as possible. It is the student's responsibility to notify their instructors of their Letter of Accommodation, and provide them with a hard copy or electronic copy.
- J. Once the Letter of Accommodation has been received by each instructor, the accommodations are formalized and in place.

Attachments:

- A. Request for Services Form
- B. Release of Information
- C. New Student File Checklist
- D. Intake Evaluation Form
- E. Letter of Accommodation

Issued: February 4, 2016

Approved: (signed) Dr. Mike Flores
President