

DISABILITY SERVICES
for
The York County School of Technology (“YCST”) Adult and Continuing Education Center.

Section 504 of the Rehabilitation Act of 1973 (“Section 504”), and the Americans with Disabilities Act of 1990 (“ADA”), as amended, and their implementing regulations identify a person with a disability as anyone with a physical or mental impairment that substantially limits one or more major life activity such as walking, seeing, hearing, speaking, working, or learning. Persons who have a history of a disability are also covered by the regulations. Disabling conditions may include, but are not limited, to:

Asperger’s Syndrome/Autism Disorder	Attention Deficit/Hyperactivity Disorder
Blind/Low Vision	Head Injury/Traumatic Brain Injury
Hearing Impaired/Deaf	Learning Disability
Physical and Systemic Disorders	Psychiatric/Psychological Disorders

*It is the student’s responsibility to identify his/her disability to the Supervisor of Adult Education (Or Designee) if an accommodation within the YCST Adult and Continuing Education Center is being requested. Any student request or inquiry regarding program accommodations for disabilities should be made as early as possible after admission into the program, or even possibly before a student contemplates enrollment. If a student does not affirmatively request an accommodation for a disability, the Supervisor of Adult Education and instructors will assume the student is able to complete the program requirements without the need for accommodations. Program accommodations cannot be made after the fact; therefore, it is important for students to submit any disability accommodation requests in advance of beginning any program requirements. All students with disabilities that seek an accommodation of the educational program shall provide documentation from his/her health care provider that substantiates the existence of the disability, explains the impairments or limitations created by the disability, the type of accommodation being requested, and an explanation why the accommodation is necessary for the student to participate in the program. The Adult and Continuing Education Center reserves the right to make inquiries of the student, his/her health care provider, and to confer with other individuals with appropriate medical or disability accommodation expertise in order to determine what, if any, reasonable accommodations can be made to the program for a particular student. Accommodations cannot be provided for a student, if YCST does not understand the student’s disability or possess sufficient information to entertain a disabled student’s request. Accommodation requests **MUST** be submitted by the student.*

In general, all documentation explaining a student’s disability and/or accommodation request should be typed on letterhead stationary or be in report format and should include the following information:

- A clearly stated diagnosis of the disability that explains the impairment or limitation created by the disability and the type of accommodation being requested.
- The documentation should explain the student's functional limitation to successfully participate in an academic/clinical/coop environment designed to prepare students for his/her chosen vocational program.
- The printed name, title, professional credentials, and signature of the health care provider that is treating the student, substantiating the existence of the student's disability and explaining the need for the requested accommodation, i.e. clinical psychologist, psycho-neurologist, school psychologist, or physician if it pertains to a medical condition.
- The date of the evaluation and submitted documentation shall be within one (1) calendar year of the student's expected enrollment in the YCST training program to ensure that any medical information and/or accommodation request is up-to-date and based upon the student's current medical condition. YCST reserves the right to waive this requirement; if it reasonably believes that the school has sufficient information to consider the student's accommodation request and reasonably believes no significant change has occurred in the student's medical condition since the date of provided documentation.
- A school plan such as an individualized education plan (IEP or 504) does not constitute documentation of disability but can be included as part of the comprehensive review of the information considered during the interactive process between YCST and the student. A physician's prescription pad note is not acceptable as documentation to demonstrate the existence of a disability and/or the need for an accommodation.

Upon receipt of the above documentation, the student will meet with the Supervisor of Adult Education (Or Designee) to discuss whether: (1) the student has a disability; (2) the existence of any disability requires program accommodations; and (3) the student's requested accommodations are reasonable. After that discussion takes place, if necessary, the student and Supervisor of Adult Education (or Designee) will discuss the creation of an accommodation plan designed to assist the student reach his or her educational goals. The student may appeal any decision regarding the proposed accommodation plan through the regular grievance process outlined in the Student Handbook. Accommodations provided during the instructional portion of the program cannot alter the curriculum, regular class standards or expected outcomes. Should an instructor believe that the accommodation request will alter the curriculum, negatively impact regular class standards or inhibit meeting expected outcomes for the class, they must present their case to the Supervisor of Adult and Continuing Education within 2 business days of receiving the accommodation request, when practical to do so. Should the Supervisor find that the requested accommodation will negatively impact the learning environment / opportunity the Supervisor reserve the right to either modify or rescind the accommodation plan, as may be deemed appropriate. Moreover, the school cannot guarantee that the same accommodations that may be offered to a disabled student by YCST can or will be provided when a student takes certification or licensing examinations, or goes on a clinical rotation/externship outside of school, which are offered by independent parties that are not controlled by YCST.

**York County School of Technology
Adult and Continuing Education Center
Disability Services Accommodations Profile**

Student Name _____ Student ID _____
Supervisor of Adult Education _____

This student has presented documentation indicating the presence of a disability. The following accommodations are recommended based upon this student's disability.

Test Accommodations:	Class Accommodations:
<input type="checkbox"/> Extended Time 1 ½ X or 2 X	<input type="checkbox"/> Note Taker
<input type="checkbox"/> Reader	<input type="checkbox"/> Recorded Lectures
<input type="checkbox"/> Use of Computer	<input type="checkbox"/> Oral Directions
<input type="checkbox"/> Distraction Free Environment	<input type="checkbox"/> Preferential Seating
	<input type="checkbox"/> Enlarged Print Handouts/Tests

Other Accommodations:

In order to provide professional services, School Counselors, Supervisor of Adult Education, faculty and staff may confer with one another. All information will be treated confidentially.

I have read and understand this information. I understand my responsibility and obligation to discuss my need for accommodations with my instructors and staff at the beginning of each class/term and provide them with a copy of this document. I also understand that an instructor is provided the opportunity to ask questions to the Supervisor of Adult Education should they feel that the accommodation request will alter the curriculum, negatively impact regular class standards or inhibit meeting expected outcomes for the class.

Student Signature _____ Date _____

Supervisor of Adult Education _____

Office Copy ____

Student Copy ____