

SPECIAL SERVICES REGISTRATION FORM **FOR NORTHWEST TECHNICAL INSTITUTE**

Disability Accommodations at Northwest Technical Institute

Northwest Technical Institute is committed to providing support needed for equal access and equal educational opportunity for each student. If a student has a documented disability that could affect his/her pursuit of an education, he/she may receive appropriate accommodations by contacting the Student Services Coordinator for an appointment. Services for students with disabilities are personalized to meet individual needs and to comply with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and with subsequent state and federal legislation.

Qualified Individual with Disability

A qualified individual with a disability is a person with a disability who is applying for admission to or participation in a program, service or activity of the institution or who is currently participating in a program, service or activity of the institution and who, with or without reasonable accommodations, meets the essential eligibility requirements for participating in those programs, services or activities. Persons are not qualified if they present a direct threat to the health or safety of themselves or others.

FOR FURTHER INFORMATION CONCERNING NORTHWEST TECHNICAL INSTITUTE'S STUDENTS WITH DISABILITIES POLICY VISIT WWW.NWTI.EDU.

REGISTERING FOR SERVICES

1. **Registration:** Registering for Special Services is a separate process from applying for admission to Northwest Technical Institute. Registering for Special Services does not guarantee eligibility for services/accommodation. Students should register with the Director of Student Services. To register for Special Services, the student must:
 - a. Review, complete and sign the Special Services Registration Form and return it to the NWTI Director of Student Services.
 - b. If the student is receiving Arkansas Rehabilitation Services, he/she must give NWTI formal written consent to communicate with his/her Vocational Rehabilitation Counselor as appropriate
 - c. Provide acceptable documentation to the NWTI Director of Student Services (see below for a description of acceptable documentation)
 - d. The student must discuss academic accommodations needed with each Instructor within the first two weeks of the semester to receive accommodations.
2. **Student Responsibility:** *It is the student's responsibility to request accommodations.* If any changes in a student's disability or need for reasonable accommodations occur, the student is expected to notify his/her Instructor and the Director of Student Services immediately.
3. **Documentation:** Once accepted for admission, a student who wishes to receive accommodations for his or her disability must identify the disability. The institution should then require the student to provide recent, supporting documentation of the disability from an appropriate

treating professional that is relevant to the requested accommodation. This documentation should include a diagnosis of the disability, the major life activities that the disability impairs, the disability's severity, and any functional or educational limitations caused by the disability and recommended accommodations. A high school IEP is usually not sufficient by itself, but may be helpful.

Schools may set reasonable standards for documentation. Some schools require more documentation than others. They may require you to provide documentation prepared by an appropriate professional, such as a medical doctor, psychologist or other qualified diagnostician. The required documentation may include one or more of the following: a diagnosis of your current disability; the date of the diagnosis; how the diagnosis was reached; the credentials of the professional; how your disability affects a major life activity; and how the disability affects your academic performance. The documentation should provide enough information for you and your school to decide what is an appropriate academic adjustment.

Although an individual education program (IEP) or Section 504 plan, if you have one, may help identify services that have been effective for you, it generally is not sufficient documentation. This is because postsecondary education presents different demands than high school education, and what you need to meet these new demands may be different. Also in some cases, the nature of a disability may change.

If the documentation that you have does not meet the postsecondary school's requirements, a school official should tell you in a timely manner what additional documentation you need to provide. You may need a new evaluation in order to provide the required documentation.

Note: All records concerning student disabilities are protected by the Family Education Rights and Privacy Act (FERPA). A student's disability documentation and records of accommodations are kept completely separate from his/her academic records and under normal circumstances are not shared with any persons outside NWTI (exceptions usually involve danger to yourself or another person or compliance with court orders). Disability records do not follow a student when he/she transfers to another institution, nor are records shared with employers.

The school will review your request in light of the essential requirements for the relevant program to help determine an appropriate academic adjustment. It is important to remember that the school is not required to lower or waive essential requirements. If you have requested a specific academic adjustment, the school may offer that academic adjustment or an alternative one if the alternative would also be effective. The school may also conduct its own evaluation of your disability and needs at its own expense.

You should expect your school to work with you in an interactive process to identify an appropriate academic adjustment. Unlike the experience you may have had in high school, however, do not expect your postsecondary school to invite your parents to participate in the process or to develop an IEP for you.

4. **Academic Accommodation:** Students should discuss academic accommodations with their instructors *within the first two weeks of each semester*. All academic accommodations are considered at the Instructor's discretion.
 - a. **Test/Exams:** The following is a non-exhaustive list of accommodations for exams and/or test that students may request: extended time for exams, reduced-distraction testing situations, orally administered exams.
 - b. **Alternate Formats for Assignments:** In some cases, exams and/or assignments may be submitted in formats other than those stated in course requirements.
 - c. **Tape Recordings:** Students may be permitted to tape record class lectures. *Students who are eligible to tape record lectures must agree to not sell, redistribute, copy or divulge tape-recorded material.*
 - d. **Academic Classroom Aids:** In certain instances students may be permitted to use calculators, dictionaries, word processors, spell checkers, and/or grammar checkers for in-class and out-of-class assignments.
 - e. **Assistive Technology:** Assistive Technology devices may include computer software and equipment, Braille, audio, or large print books or equipment.

5. **Information Review:** Students may review the information contained in their personal records file. The Director of Student Services will not discuss nor release information about a student's disability and information provided about the disability unless required by law, NWTI policy, or the student's written consent.

I have read and understand the policies and procedures listed pertaining to the registration process for Special Services. I also understand that by registering for Special Services, I am not obligated to participate in academic accommodations if I choose not to.

NAME

DATE

SOCIAL SECURITY NUMBER

DATE OF BIRTH

PROGRAM OF STUDY

DISABILITY:

Are you registered with Arkansas Rehabilitation Services: _____ Yes _____ No

If yes, who is your Vocational Rehabilitation Counselor? _____

_____ I GIVE permission for the Director of Student Services to discuss my accommodations with the instructors in the courses I am registered in.

_____ I DO NOT GIVE permission for the Director of Student Services to discuss my accommodations with my instructor until I self-identify with the instructors that I want to make aware of my disability.

Please complete the information on the back of this page.

Please list any reasonable accommodations and/or assistive technology that you have received or used in the past:

Please list any reasonable accommodations that you would like to request at NWTI. **BE SPECIFIC!**
Examples of reasonable accommodations are noted on the previous page.