



ACCOMMODATIONS at KCKCC-TEC-PCC

Student Accessibility and Support Services at KCKCC, TEC and PCC coordinates services for all students who have a documented disability in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Services are provided at no cost to enrolled students on an individual basis and with respect to confidentiality.

Qualifying Disabilities:

Disabilities qualifying for services may include, but are not limited to:

Physical disability	Health or medical disability	Hearing disability
Attention deficit disorder	Learning disability	Traumatic brain injury
Visual disability	Speech disability	Mental/Emotional disability

Students with disabilities should contact Student Accessibility and Support Services as early as possible in order to receive accommodations in a timely manner.

Types of Documentation

Students requesting academic accommodations must provide appropriate documentation of their disability. Accommodations are determined on a case-by-case basis in accordance with Section 504 and the ADA.

IEP – No IEP at a Glance	504 Plans	Letter from Clinician
Summary of Performance (SOP) Diagnosis	Most recent psycho-educational testing	Medical records

Services:

These are some services we can provide, and what we cannot provide. Accommodations are to be reasonable and appropriate.

Types of services may include, but not limited to:

Services Provided		Services not Provided
Reader	Extended time on tests	Shortened Assignments
Use of Calculator	Note taker	Modified Tests
Distraction reduced environment	Accessible textbooks/materials	Reduced standards for academic performance
Interpreters	Specialized Advising	Personal care assistance/para
Assistive technology	Test Accommodations	We cannot fundamentally alter the nature of the programs and/or classes!

Contact Information at the KCKCC, TEC and PCC Campuses:

Alex Twitty - KCKCC Learning Specialists – Student Accessibility & Support Services Direct line: 913-288-7346 Office line: 913-288-7664 atwitty@kckcc.edu	Robert Beach - KCKCC Assistive Technology Specialist – Student Accessibility & Support Services Direct line: 913-288-7671 Office line: 913-288-7664 rbeach@kckcc.edu
Carly Eastling - TEC Academic Support Facilitator – TEC Learning Commons Direct line: 913-288-7851 Main line: 913-288-7800 ceastling@kckcc.edu	Marcia Irvine - PCC Director Direct line: 913-288-7751 Main line: 913-288-7750 mirvine@kckcc.edu

What do I need to know and how can I plan?

- Keep your IEP/504 Plan from high school. Keep any psycho educational testing, letters from doctors, any medical records, etc. These can be used as documentation of your disability. You must have some form of documentation to receive accommodations.
- Know your specific disability. For example: LD, ID, visual impairment, ADHD, autism, bipolar, anxiety, etc.
- If you want a parent/guardian to have access to your college information, you must sign an “Authorization to Release Student Information” form. The Family Educational Rights & Privacy Act (FERPA) protects student’s rights.
- The responsibility for obtaining and providing disability documentation is on the student, not the college.
- Colleges do not provide case managers. The disability services staff will receive documentation and approve accommodations on a case-by-case basis.
- If you want accommodations for the placement test, you must meet with disability services prior to taking the placement test. The placement test results tell the counselor/advisor what courses you can and cannot enroll in.
- Be familiar with the services the college offers to all students. Examples include tutoring services, career planning services, veteran services, athletics, student activities, etc.

What happens before and after I register with the Disability office?

- If you have a documented disability, you will need to make an appointment with the disability services office.
- A disability services staff person will meet with you one on one for an interactive discussion of your disability and possible accommodations.
- After you have met with the disability services person to setup your accommodations, a Notice of Accommodations will be sent to all of your instructors stating what accommodations you receive. Other information such as your disability will not be shared. This is to protect your privacy. (Students can tell their instructor their disability if they choose to.)
- Instructors will not seek you out to provide these accommodations. You must ask for them before every assignment, project, quiz, or test.
- You must ask for accommodations from the disability services before each semester.

Students must self-advocate for themselves if they want accommodations.