

Disability Services/Student Support Services



Q. What do I do with this Academic Accommodation Request Form I just received from Disability Services?

A. *The form is for your information. It is confidential and should be filed. Wait for the student to approach you to request accommodations. Be aware that they may choose not to use the accommodations.*

Q. Since I have the form, can I ask the student what their disability is?

A. *NO! This is a direct violation of the Right to Privacy Act.*

Q. What if I don't think students need extra time for my tests?

A. *If the student has an accommodation for extended test time, you are required by law to provide the extension.*

Q. I have a student that I suspect may have had an IEP in high school. Can I ask them if they had an IEP or a disability?

- A. *NO! Unless the student approaches you FIRST to inform you that they had an IEP or 504 in high school, you may not ask.*
- B. *You may address your class as a group at the beginning of the semester and read the verbiage from the syllabus that states: Anyone seeking an accommodation under provisions of the Americans with Disabilities Act (ADA) is to notify Student Support Services via email at disabilityservices@bartonccc.edu.*

Q. What should I say if I think a student would benefit from seeking out Disability Services?

A. *You can ask leading questions, such as "I see you are struggling in my class. What are some things you did in high school to help you?" Follow up with the suggestion that they come see us in Disability Services, or offer to email us on their behalf and we can contact them directly.*

Q. A student has approached me and states they have accommodations, but I don't really know what the proper thing is to say to them. Can I just send them to you?

A. *YES! YES!! YES!!! Send the student to the Disability Services office, and follow up with an email to zimmermanp@bartonccc.edu to let us know you have referred someone. We can take it from there.*