

STUDENTS WITH DISABILITIES

Portage Lakes Career Center may provide accommodations to students with documented disabilities. A student is not required to disclose his/her disability. However, if the student desires accommodations, it is the student's responsibility to notify Portage Lakes Career Center of his/her disability. The student must request accommodations in writing as well as provide current documentation prepared by an appropriate professional that includes a diagnosis and the necessary accommodations to assist the student in his/her training program.

Portage Lakes Career Center is accessible to students with physical disabilities. Students should contact the Adult Education Office prior to arrival for parking instructions and other information.

There are a number of differences in ADA services provisions as you enter the post-secondary education environment. Portage Lakes Career Center follows the guidelines set forth by Section 504 of the Rehabilitation Act that prohibits discrimination on the basis of a disability.

All levels of education are required to provide academic "adjustments or accommodation based on individual's documented "needs". The responsibilities for post-secondary education differ significantly from K-12. Post-secondary education does not identify educational learning deficits and it is the student's responsibility to self-disclose and provide the appropriate adult testing/diagnosis.

It is highly suggested, before you begin your educational journey, that you read the following. It takes some time to gather the necessary documentation to have your accommodation or academic adjustments made for a career school, college, or university environment. The key to not losing precious classroom instruction, testing, and hands-on learning is early preparation.

To request Disability Accommodations YOU will need the following information:

- Diagnosis of your disability
- Supporting documentation
- Testing
- Qualifying information how your disability affects major life activities, ie: your academic performance
- Recommendations for appropriate educational adjustments (accommodations)
- Credentials of the diagnosing professional(s)

The adult testing needs to be administered by a qualified psychiatrist, psychologist, or practitioner/diagnostician licensed to evaluate adult learning disabilities.

Student bears the responsibility for financial charges for testing and evaluation.

Check with your insurance company to see what coverage they may provide.

Documentation cannot be older than 2-years old. If older than 2-years then updated testing will need to be presented for review and consideration.

Service provisions are based on the diagnosis and recommendations of the diagnostician. Ancillary services may not be appropriate for Portage Lakes Career Center programs. Many of our classes are hands-on learning and students are required to demonstrate knowledge and expertise within the

classroom and lab settings.

Portage Lakes Career Center is not required to lower coursework standards for assignments, grades, or attendance; however, if appropriate, extended time for tests and assignments may be provided.

For your information, please feel free to seek additional information on the following websites.

Introduction to ADA

www.ada.gov/ada_intro.htm

Section 504 - Rehabilitation Act of 1973

<http://dredf.org/legal-advocacy/laws/section-504-of-the-rehabilitation-act-of-1973/>

Protecting Students with Disabilities (Department of Education, Office of Civil Rights)

<https://www2.ed.gov/about/offices/list/ocr/504faq.html?exp=0>

Office of Civil Rights, Customer Services Team

U. S. Department of Education

Washington, D.C. 20202-1100

Phone: 800-421-3481

TDD: 877-521-2172

Email: <http://www.oct@ed.gov/ocr>

For additional information on Section 504 you may refer to the OCR website

<https://www.2.ed.go/aboutoffices/list/ocr/transition.htm>