

YORK TECHNICAL COLLEGE
SPECIAL RESOURCES
OFFICE



STUDENTS WITH DISABILITIES

APPLICATION FOR SERVICES



SPECIAL RESOURCES OFFICE YORK TECHNICAL COLLEGE



STUDENTS WITH DISABILITIES

Applying for Support Services and Accommodations

NOTICE: It is very important that students with disabilities understand that it is their responsibility to request services in a timely manner. Arranging for some accommodations can take considerable time. Please allow 2-3 weeks if requesting taped text and 2-3 weeks to schedule sign language interpreting.

New Students:

New students at York Technical College must do the following to receive services:

1. Fill out the Application for Services form.
2. Gather documents that establish the existence of a disability.
3. Make an appointment with the appropriate Special Resources Office staff. This can be done by calling the office, 327-8007 or by coming by the office in person.

Returning Students:

Returning students at York Technical College who have already registered with the Special Resources Office should come by or call the office to arrange for accommodations as needed. Many students prefer to attend the first day of class and receive the course syllabus before requesting Faculty Notification Forms; however, students are welcomed to request the Forms as soon as they are registered for classes.

NEW FACULTY NOTIFICATION FORMS MUST BE ISSUED EACH SEMESTER. If you have not previously registered with the Special Resources Office, please follow the instructions for new students.

Who is Served by the Special Resources Office?

Any student enrolled at York Technical College who has a documented disability and that disability has an impact upon the educational environment is eligible for services from the Special Resources Office. Students must provide this documentation at their own expense and effort. The Special Resources Office reserves the right to deny services or accommodations until such time as the appropriate documentation is provided. The actual services that will be provided are determined based on the nature and severity of the disability and the course requirements. Consultation may involve the student, the Special Resources Office, and the academic faculty.



FAMILY INFORMATION

List the names, ages, and occupations of your family members:

Name	Relationship	Age	Occupation

How would you rank your family support? (*circle one*) EXCELLENT GOOD FAIR POOR

MEDICAL BACKGROUND

Describe your disability and how it affects your performance as a student. _____

List any medications you are currently taking. _____

Describe any long-term medical problems you have. _____

Describe any serious illnesses you have had. _____

Describe any serious injuries you have had. _____

How would you rate your general health? (*circle one*) EXCELLENT GOOD FAIR POOR

Have you ever received help from any outside agency (such as Vocational Rehabilitation) for academic career or personal counseling or support? Yes No

If yes, name of agency _____ When? _____

For what reason? _____

Are you **now** in counseling or therapy? Yes No

If yes, name of therapist _____ Phone # _____

Have you **ever been** in counseling or therapy? Yes No When? _____

For what reason? _____

EDUCATIONAL BACKGROUND

Are you *currently* enrolled in school? Yes No Where? _____

Have you graduated from high school? Yes No If yes, graduation year: _____

High School Name: _____

Were you ever in special or resource room programs/classes? Yes No When? _____

Have you ever received tutoring? Yes No When? _____ Subjects: _____

Describe the help you received in tutoring: _____

What were your easiest subjects? _____ Hardest: _____

Have you completed a research paper? Yes No How many pages? _____

On what topic? _____

What is the most recent English course you have taken: _____ What year? _____

What is the most recent math course you have taken: _____ What year? _____

Do you like to read? Yes No Name the best book you have ever read _____

Do you read magazines? Yes No Which ones? _____

Do you read newspapers? Yes No Which ones? _____

List any accommodations/adaptive technology you used in high school: _____

How would you rank your study habits? (*circle one*) 1 = very poor; 5 = okay; 10 = excellent

1 2 3 4 5 6 7 8 9 10

Have you been taught how to study? Yes No

How much time do you usually study per day? _____

Do you consider yourself a "morning person"? Yes No

What time of day are you most focused and productive? _____

Would you describe yourself as a serious student while in high school? Yes No

Are you currently or have you ever been a student at York Technical College? Yes No

Have you ever attended another college or university? Yes No When? _____

Where? _____ Degree/credit hours achieved: _____ Major: _____

Check the tasks that you can do and those with which you have difficulty.

TASK	I CAN DO	I HAVE DIFFICULTY DOING
Paying attention in class		
Completing assignments		
Taking notes		
Memorizing		
Managing time		
Reading at a good rate		
Understanding what I read		
Doing math calculations		
Doing math word problems		
Following directions		
Spelling		
Finishing tests on time		
Putting thoughts into words		
Proofreading		
Being motivated		

ACCOMMODATIONS REQUESTED

Check to the left of all those you will need in an educational setting.

NOTE: Accommodations are approved based on supporting documentation.

INSTRUCTIONAL	
Braille	Spelling Accommodation
Large Print	Consideration of Absences
Textbooks on Tape	Tutoring
TESTING	
Extended Time	Oral Testing
Out-of-Class/Distracted Reduced	Writer/Typing
Calculator	Alternate Format
No ScanTron	
SUPPORT PERSONS	
Interpreter	Support Animal*
Notetaker	Personal Care Assistant*
Reader	* NOT provided by the College
Writer	
ENVIRONMENT	
Preferential Seating	Adjustable Table
Special Type Seating	Space for Wheelchair
Accessible Site	
EQUIPMENT	
Tape Recorder	Assistive Listening Device
Spell Checker	CCTV/Magnifying Device*
Calculator	* On-campus use only
OTHER:	

******* INCLUDE DOCUMENTATION *******

The College requires that this form be accompanied by appropriate and current documentation (see guidelines on application cover) of a disability and be submitted at least 3 weeks in advance of receiving the approved accommodation(s). Once the documentation is received and approved, you will need to meet with the appropriate SRO staff member to discuss the accommodation(s), policies, and procedures. Information regarding disability is kept confidentially in the SRO.

FOR MORE INFORMATION, CONTACT:

Sally Herlong, *SRO Director* • 325-2896 • herlong@yorktech.com
 Linda Emerson, *LEAP Coordinator* • 325-2894 • lemerson@yorktech.com
 or 1-800-922-TECH (8324)

Documentation for a Disability

Who needs documentation for a disability?

Any York Technical College student who wants to receive accommodations must provide clear evidence of a disability.

What is documentation?

Documentation is information about the disability provided by a doctor or professional trained in the specific area of disability. Documentation can be a letter or report from an appropriate professional that states the disability and functional limitations. **The Special Resources Office cannot accept a diagnosis written on a prescription pad or handwritten notes. All documentation must be on letterhead and signed by the qualifying professional. Students are encouraged to bring their documentation with them when they apply for services.**

When must this documentation be provided?

Documentation must be provided to the Special Resources Office before the student can receive services.

Where is the documentation kept?

Documentation is kept in a separate confidential file in the Special Resources Office and will not be part of the student's academic record. The student's academic record and their disability/accommodation record are NEVER combined in compliance with the Family Education Rights and Privacy Act and the Americans with Disabilities Act.

Why does York Technical College need documentation of the disability?

The Special Resources Office needs sufficient information to determine eligibility and effective accommodations for each student. Funding sources and regulatory agencies require documentation be on file.

Documentation suggested for *specific* disability areas

Learning Disabilities

Learning Disabilities Documentation must include an assessment (i.e. psychological-educational evaluation) that meets the following criteria:

- Performed within the last 3-5 years, age-appropriate and relevant to the student's learning environment.
- Be administered by a qualified professional, such as:
 - State licensed psychologist or professional diagnostician
 - Post-secondary staff in disability service or department of special education
 - School Psychologist
 - Vocational Rehabilitation Division Diagnostician

To be considered Learning Disabled, the assessment must indicate the following:

- Full Scale/broad cognitive score on the Intellectual Assessment must fall in the average range or higher. *(continued on next page)*

- A significant difference (-1.5 standard deviations or more) must exist between the full scale[broad cognitive score and the standard score in one or more of the achievement areas *Or*
- A wide scatter of scores based on age norm, either inter or intra test on the WAIS-R or WJPED-R Cognitive.

Attention Deficit Disorder

Relevant reports and documentation from diagnosing physician or psychologist, and additional information from current therapist. Documentation should be current (typically, within the past 3 years).

Hearing Impairment

Physician's statement that includes diagnosis, nature of disability, severity, and functional limitations, and/or records from public or private school that indicate services were provided.

Visual Impairment

Physician's statement that includes diagnosis, nature of disability, severity, and functional limitation, and/or records from public or private school that indicate services were provided.

Psychological Disorder

Mental Health Professional's (psychologist or psychiatrist) statement that includes diagnosis, nature of disability, severity, and functional limitations. Documentation should be current (typically, within the past 6 months to 1 year).

Orthopedic Impairment

Physician's statement that includes diagnosis, nature of disability, severity, and functional limitation may be required.

Other Health Impairment

Physician's statement that includes diagnosis, nature of disability, severity, and functional limitation may be required.

Speech/Language Impairment

Report from a licensed speech pathologist stating the diagnosis, nature of disability, severity, and functional limitation may be required.

NOTE: Documentation requirements vary among colleges and institutions. If you plan to transfer be sure to contact the office at the receiving institution and get information on their documentation requirements and process for applying for services. The Special Resources Office will be happy to assist you with this process.

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