

# Services for Students with Disabilities (SSD)



## Steps for Requesting Accommodations

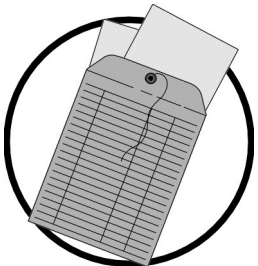
The need for academic accommodations is determined on an individual basis and is not categorically provided based on a specific disability type or label. Some examples of academic accommodations are:

- Sign language interpreter
- Note taker
- Tape recorder for lectures
- Extended time, reader, scribe for testing
- Books on tape
- Ergonomic Chair



### 1. Complete the New Student Checklist

1) Apply to Peninsula College; 2) Complete the Free Application for Federal Student Aid (FAFSA); 3) Schedule a Compass Test and orientation; 4) Meet with your Adviser; and 5) Register. You can find this checklist at Student Services.



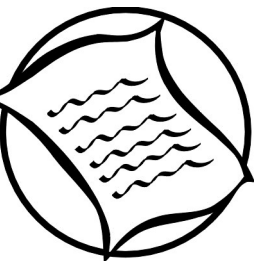
### 2. Bring or mail comprehensive documentation to the SSD office

See comprehensive documentation requirements on the back of this page. Mail to: Peninsula College, Attn: SSD, 1502 E. Lauridsen Blvd., Port Angeles, WA 98362. Questions: call 360-417-6323; TDD 360-417-6339; email [SSD@pencol.edu](mailto:SSD@pencol.edu); fax 360-417-6349.



### 3. Complete initial one-hour appointment

This appointment is your opportunity to discuss accommodation needs and get answers to your questions. The SSD office will contact you to schedule an appointment—in person, by phone or email—after reviewing the documentation you provide (all documentation is reviewed on a first-come, first served basis and may take several weeks.)



### 4. Request Letter of Accommodation (LOA) every quarter

For quarters following initial one-hour appointment the LOA request form (available at SSD office) is required to start academic accommodation planning activity.

1. Register for classes
2. Complete LOA Request Form and submit it to the SSD office
3. Pick up LOA from SSD office. You do not need an appointment, but you may have to wait for staff to become available.
4. Provide one LOA to each instructor.



### 5. Schedule appointments with SSD office as needed

Feel free to visit the SSD office if your LOA needs review and/or adjustment, or if you would like to discuss any concerns about classroom learning environment, your education plan, etc.

# Services for Students with Disabilities (SSD)

## Documentation Needed

### **Documentation for these Disability Categories need done with specific listed providers:**

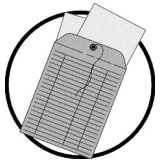
<u>ADD/ADHD</u>	Psychologist, Psychiatrist, Medical Doctor
<u>Psychological/Emotional Disability</u>	Psychologist, Psychiatrist
<u>Visual Impairment</u>	Ophthalmologist
<u>Hearing Impairment</u>	Certified Otologist, Audiologist
<u>Learning Disability</u>	Psychologist, Neuropsychologist, School-Psychologist, Learning Disability Diagnostician
<u>Physical Disability</u>	Medical Doctor



### **Comprehensive Formal Documentation (use chart notes/provider letter on letterhead or SSD verification form) includes all of the following:**

1. Specific diagnosis
2. Brief description of the current severity, stability, progression, duration, impact or limitations
3. Any medically relevant test results—within the last 3 years (i.e. standardized Achievement & Aptitude for learning disability, Audiology report for hearing impairment)
4. Recommended accommodations

(NOTE: You can request detailed document requirements by disability category from SSD office)



### **Bring or mail formal documentation of your disability and recommended academic adjustments to:**

*Peninsula College  
Services for Students with Disabilities  
1502 E. Lauridsen Blvd.  
Port Angeles WA 98362  
FAX 360-417-6349*