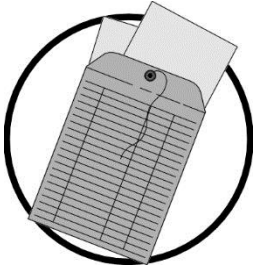


Services for Students with Disabilities (SSD)

Steps for Requesting Accommodations

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

- Sign Language Interpreter
- Shared Notes
- Extended time, reader, scribe for assessments
- Ergonomic chair
- Alternative format textbooks and/or class materials



Step 1. Complete the online SSD Registration form and submit disability documentation. The online SSD Registration form is found here:

https://pencol.formstack.com/forms/ssd_ask_registration

Disability documentation can be attached to the online form or delivered the SSD office via mail, email, fax, or in-person.

Mail: Peninsula College, Attn: SSD
1502 East Lauridsen Boulevard, Port Angeles, WA 98362
Phone: 360-417-6373 or video phone (VP) 360-406-4759
Email: SSD@PenCol.Edu
Fax: 360-417-6349

Comprehensive disability documentation may include the following:

- 1.) Specific diagnosis, including ICD/DSM codes when possible, and who made the diagnosis (medical or mental health provider).
- 2.) Description of current life limitations (severity, stability, progression, duration, impacts).
- 3.) Any medically relevant test results—within the last 3 years (i.e. standardized achievement and aptitude scores for learning disability, audiology report for hearing impairment, etc.).
- 4.) Completed SSD Verification form

Medical and Mental Health Providers for Disability Documentation by Category

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



Step 2. Complete a one hour SSD Intake appointment.

After the intake appointment, SSD will email your Accommodation Plan to you and to your instructors.

Step 3. Schedule appointments with SSD as needed

for questions, concerns, Accommodation Plan modifications, etc.

Disability Verification (optional template)			
This section to be completed by Peninsula College Student			
Today's date	Peninsula College Student ID	Date of Birth (mm/dd/yyyy)	
Student's Last Name	Student's First Name	Student's Middle Initial	
This section to be completed by official medical or mental health provider			
<input type="checkbox"/> Yes <input type="checkbox"/> No Is the above named student currently under your care?			
Disability is:	<input type="checkbox"/> Observable	<input type="checkbox"/> Permanent/Chronic	
	<input type="checkbox"/> Not Observable	<input type="checkbox"/> Temporary; expected duration:	
Diagnosis (with DSM/ICD codes if possible) and description of disability(ies) limitations:			
Prescribed medication(s) and side effects which may affect academic functioning:			
If Learning Disability, Standard Scores for Aptitude and Achievement (include name of assessment tool):			
Limitation of Major Life Activities			
Activity	Mild	Mod	Severe
Breathing			
Paying attention			
Interacting			
Processing			
Reading			
Remembering			
Self care			
Standing/Walking			
Speaking			
Writing/Fine Motor Skills			
Hearing			
Vision			
Medical or Mental Health Provider's Signature (whomever diagnosed, can confirm diagnosis, or is treating disability)			
Printed Name			
Title		License#	
Signature		Date	
Telephone (please include area code)		Fax (please include area code)	