

## **STUDENT GUIDE TO ACCOMMODATIONS POLICY AND PROCEDURES**

Hacienda La Puente Adult Education has a policy of providing reasonable accommodations to qualified students with a disability according to Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act to ensure that there will be no discrimination on the basis of disability. Accommodations are adjustments made for students with disabilities in order to allow them to access the same education experiences as their peers. The purpose of an accommodation is to all equal access to the curriculum.

1. Students with a disability are responsible for providing documentation from the appropriate medical or psychological personnel and should make an intake appointment with the Hacienda La Puente Adult Education Administration prior to enrollment.
2. Policies for required documentation vary according to the disability. The documentation must clearly identify the disability and provide sufficient information regarding the limitations of the disability in order to permit Hacienda La Puente Adult Education to make a determination as to whether the requested accommodations are appropriate. Hacienda La Puente Adult Education Administration will be responsible to determine, based upon the evaluative data, what those accommodations should be on a case by case basis.
3. Accommodations will be determined based upon the documentation of the disability. It is important to have the documentation state how the disability affects academic performance.
4. After accommodations have been established by the Administration a letter will be presented to the student describing the accommodations for which he/she qualifies to receive for each class the student is enrolled that semester. A confidential letter will also be presented to the instructor describing the accommodations for which the student qualifies in that class.
5. Students who are experiencing unresolved problems receiving appropriate accommodations should contact the Hacienda La Puente Adult Education Administration as soon as possible.
6. Students must request new letters of accommodations at the beginning of every semester.