



OFFICE OF ACCESSIBILITY SERVICES

McDowell Technical Community College is committed to compliance with the Americans with Disabilities Act (1990), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Amendments Act (2008). FERPA (Family Educational Rights and Privacy Act) is a federal statute that precludes McDowell Technical Community College from providing student record information to anyone but the student without the student's written authorization.

HOW TO REQUEST ACCOMMODATIONS

Students with disabilities who are transitioning to college, or high school students taking college classes, may request accommodations from McDowell Technical Community College for those classes.

Students should follow the steps below to request accommodations:

1. Complete the [Confidential Intake Form](#).
2. Submit documentation.
 - a. See the [Documentation Guidelines](#) for a list of appropriate documentation.
 - i. In general, documentation should include:
 1. the qualifications of the healthcare provider
 2. the diagnosis and history of the disability
 3. the current impact of the disability on daily functioning, including academics
 4. any treatments, medications, and/or assistive devices/services currently prescribed or in use
 5. a description of the mediating effects and potential side effects from such treatments
 6. recommendations.
 - ii. High school IEPs, 504 Plans, and/or Summaries of Performance alone can lack the detail needed at the college level, and sometimes additional documentation is needed.
 - iii. **Generally Insufficient Documentation:** Because Accessibility Services does not diagnose impairments, assess their severity, or identify the

functional limitations of a disability, office medical records, medical chart notes, and prescription pad notations are generally insufficient for determining eligibility.

3. Upon receipt of the documentation, the Accessibility Coordinator will schedule an appointment with you. In this appointment, you and the Coordinator will engage in an interactive process to identify reasonable accommodations. This collaboration continues throughout your time at the college.

**Please note: instructors do not have to provide accommodations until all documentation has been received and student has met with the Accessibility Coordinator.

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