

## ON LINE ACCOMMODATION PROCEDURES

1. Student will review the DSPS webpage <http://www.redwoods.edu/District/dsps/index.asp> which provides information regarding services, resources, procedures, rights, responsibilities and appeal. (Student Resource Guide.)
2. Student will review the DSPS Student Online Orientation and complete the forms.
3. Student will provide the DSPS office at their campus location with documentation of disability from a learning disabilities specialist or licensed professional such as a medical doctor, psychologist or psychiatrist. Documentation should be current and contain diagnosis of disability but also the disability related limitations on the student's ability to perform major life activities.
4. Upon receipt of Application and disability verification, the student will be contacted by DSPS. The DSPS Specialist will contact the student in response to their accommodation request.
5. The Student and specialist will have a discussion of strengths, goals, limitations, fundamental requirements of class, or classes, and options for services and accommodations.
6. When necessary the DSPS specialist will e-mail the instructor for clarification of fundamental requirements.
7. The DSPS specialist will complete a Support Services Agreement form and FAX or mail it to the student. The student will sign their agreement on the form and FAX or mail it back to DSPS.
8. For each new class and each new instructor, the student will email the new instructor and the DSPS specialist to request accommodations at least ten days before the date accommodations are needed, and preferably before the beginning of the semester.