

Southwest Wisconsin Technical College Accommodation Request Form

FEDERAL LAW REQUIRES THAT ALL STUDENTS WHO APPLY TO SWTC PROGRAMS/COURSES RECEIVE THIS NOTIFICATION OF AVAILABLE ACCOMMODATIONS. IF YOU DO NOT HAVE A DISABILITY, PLEASE DISREGARD THIS FORM.

Attention: Prospective Students with Disabilities

Before a student can be accepted into a program, the Compass testing must be completed. If a student needs an accommodation, one may be provided by completing and submitting this Accommodation Request Form, along with documentation of his/her disability to the Support Services/Intake Specialist.

Attention: Prospective & Current SWTC Student

Return To: Lori Garvey, Support Services Specialist
(608) 822-3262/1-800-362-3322, Ext. 2631/ (608) 822-2631
TDD: (608) 822-2072, e-mail: lgarvey@swtc.edu

Please complete the following:

Date: _____ Student Name: _____

Street Address: _____

City/State/Zip: _____ Telephone/Cell: _____

Email: _____ Program: _____

High School attending/attended _____

School year for which accommodations are being requested:

2016-2017 2017-2018 2018-2019

The following list identifies some of the accommodations/services available through the Support Services Center. Please check those that you need to assist you at Southwest Tech. Please note that this is not a complete list of possible accommodations.

- | | | |
|---|---|--|
| <input type="checkbox"/> Extended time on tests | <input type="checkbox"/> Reduced distraction testing site | <input type="checkbox"/> Tests read aloud |
| <input type="checkbox"/> Note-taking assistance | <input type="checkbox"/> Interpreter | <input type="checkbox"/> Enlarged print material |
| <input type="checkbox"/> Scribe | <input type="checkbox"/> Braille materials | <input type="checkbox"/> Adaptive computer/equipment |
| <input type="checkbox"/> Electronic textbook (may take up to 3 weeks or more to obtain) | | |
| <input type="checkbox"/> Other: _____ | | |

Qualified individuals are entitled to accommodations under the Americans with Disabilities Act (ADA) regulations. To access services, individuals must initiate this request in writing for specific accommodations/services. Accommodations are determined on a case-by-case basis. All information will be considered confidential and only released to appropriate personnel on a need-to-know basis. Accommodations prescribed only apply to Southwest Wisconsin Technical College and may not be valid elsewhere. The individual takes full responsibility for ongoing assistance.

Student Signature: _____ Date: _____

OFFICE USE ONLY

Approval Status: Yes No, please see attachment Student ID# _____

Specialist Signature: _____ Date: _____