

# Counseling and Support Services



**Student Resource Office**  
**Serving Students with Disabilities**



 **York Technical College**

*One College. Many Opportunities.*

Open this Form only in [Adobe Acrobat Reader DC](#). DO NOT complete in a Preview app.

## APPLYING FOR SERVICES AND MODIFICATIONS

### WHO IS ELIGIBLE TO RECEIVE SERVICES AND MODIFICATIONS

Any student enrolled at York Technical College (YTC) who has a documented impairment that substantially limits one or more major life activity and functionally limits an equal opportunity in the educational environment is eligible for services from **Counseling and Support Services (CASS)**. This may or may not include academic modifications. Each student is assessed on a case-by-case basis.

### New Students:

Read all information included in this “information packet”

Fill out the **Student Resource Office Intake Form**

Make an appointment with an SRO Counselor by calling the office, 803-327-8007, or coming by the CASS front desk located in J Building.

Students will submit the **Student Resource Office Intake Form** along with **all documentation** acquired to the initial meeting. We will discuss any additional information that may be needed.

### Returning Students:

Returning YTC students previously approved for accommodations are to come by CASS to complete a “Faculty Notification Form Request” (FNF) each semester to arrange for modifications. FNFs are sent to their instructor(s) and outline approved modifications. It is suggested that the student discuss with your instructor(s) the approved modifications. All Faculty Notifications will be made electronically.

It is always important to REGISTER FOR YOUR COURSES EARLY! Also, students requiring accommodations need to understand that it is **their responsibility** to request services in a **timely manner**. Arranging for certain modifications can take a considerable amount of time. Please allow a minimum of **2-3 weeks’ notice for implementing certain accommodations such as sign language interpretation**.

## YOUR RIGHTS

As a student requesting accommodations, you have the right to:

- an equal opportunity to learn; and
- reasonable modifications if the location, delivery system, and/or instructional method

limit your access, participation, or ability to benefit from the educational process, provided it is **reasonable**, will not cause an **undue burden**, and will not **fundamentally alter** the course content and/or curriculum; and

- An equal opportunity to participate in, and benefit from, the academic community. This includes access to services at a comparable level as that provided to any student.

Examples of modifications include, but are not limited to: extending the time limit on a test; moving a class to an accessible location; providing a sign language interpreter for YTC-sponsored activities.

**Each request for modifications is considered on a case-by-case basis.**

## **DOCUMENTATION NEEDED**

### **WHO IS RESPONSIBLE FOR SUBMITTING DOCUMENTATION?**

The student requesting modifications is responsible for acquiring and submitting documentation of an accommodation request to the CASS. Students are encouraged to bring documentation with them when applying for these services.

Consultation with the student is the most important source of information that helps make the decision on appropriate accommodations. Consultation with other Counselors within CASS, Faculty and/or Family may also be helpful in determining appropriate modifications. A consent form will be completed at intake for services and any other consultation.

It is also the student's responsibility to meet and maintain the College's fundamental academic and technical standards. Academic accommodations may not apply directly to classes or programs with clinical components. Requested accommodations will be discussed on a case by case basis.

Please bring the documentation you have acquired to the initial meeting. We will discuss any additional information that may be needed.

## **WHERE DO I GET DOCUMENTATION?**

Documentation must be from a professional qualified to identify and diagnose the condition, who has undergone appropriate and comprehensive training, has relevant experience, and has no personal relationship with the student, i.e., Physician, Psychologist, Counselor, Social Worker, Psychiatrist, etc. A good match between the credentials of the individual making the diagnosis and the condition being reported is expected (e.g., an orthopedic limitation might be documented by a physician, but not a licensed psychologist).

CASS reserves the right to deny services or modifications until such time as the appropriate documentation is provided.

## **WHAT SHOULD THE DOCUMENTATION INCLUDE?**

- A **clear evaluation statement** of the exact diagnosis
- Information on the **functional impact**
- Details of the **progression or prognosis** of the condition
- A description of the **diagnostic criteria**, evaluation methods, procedures, tests, and dates of administration

Documentation, along with the student's evaluation, should be thorough enough to demonstrate whether, and how, a major life activity is substantially limited by providing a clear sense of the **severity, frequency, and pervasiveness of the condition(s)**.

**Recommendations** from the professional can provide valuable information for review and the planning process, especially when the recommended modifications and strategies are logically related to the functional limitation(s). Any documentation related to previous modifications at another institution can be reviewed and discussed for appropriateness in the current setting.

**Documentation is used only for the purpose of determining appropriate modifications within YTC and is not used for determining disability for any other entity.**

## **WHERE IS THE DOCUMENTATION KEPT?**

Documentation is maintained in a secure electronic record management system in compliance with the Family Education Rights and Privacy Act and the Americans with Disabilities Act. Students' academic records and CASS records are not combined.

## **WHY IS DOCUMENTATION NECESSARY?**

Documentation establishes the individual as a person with a need for accommodations and provides rationale for *reasonable* modifications. The SRO needs sufficient information to assist students in determining eligibility for services and identifying possible *appropriate* modifications.

Documentation is needed to establish a diagnosis, however, the student is the best source of information regarding the impact on functioning. If securing documentation is a challenge, set up a time to meet with an SRO Counselor to help identify sources of documentation that are acceptable for establishing the diagnosis.

***PLEASE NOTE:*** *Documentation requirements vary among colleges and other post-secondary institutions. Suggested accommodations by credentialed professionals are considered in approving appropriate modifications, however, CASS will make the final determination. Approved accommodation may not transfer to other academic institutions.*

## **COMPLAINTS**

Any complaints about modifications (physical access, interpreters, note takers, taped texts, Braille copies, unwillingness of faculty to accommodate the student's required needs, etc.) should be reported to CASS at 803-327-8007. A meeting will be scheduled to discuss complaints and the CASS Counselor will work toward a resolution. This may include coordination with other college offices with the student's involvement and consent.

Students with accommodations are encouraged to meet with their instructor(s). The student knows their required accommodation and is the best one to explain their own

coping strategies. Don't wait for a problem to arise. Not only will this put you at ease it will help the instructor(s) understand, and meet, your individual needs.

**FOR MORE INFORMATION, CONTACT:**

**York Technical College J-Building  
Counseling & Support Services- Student Resource Office  
[specialresources@yorktech.edu](mailto:specialresources@yorktech.edu)**

**803-327-8007**

**Toll Free at 1-800-922-TECH (8324)**

**RELAY service for the hearing impaired may Dial 711**

**Confidential FAX (803) 325-2897**

**Directions for Completion of Intake Form**

1. Complete the Fillable Form below. Make sure this document is opened in the Adobe Acrobat Reader DC program. Do not open in a web browser. Link to the [Adobe Acrobat Reader DC Download](#).
2. Attach any scans or pictures or documentation. These instructions and links are listed following the form.
3. Complete the Consent and Disclosure Form.
4. When you Sign the document it will Save the document to your computer, use a unique file name and note location.
5. Contact CASS-SRO to set up an Intake Appointment with a Counselor. Contact information is listed above.
6. Email this form as an attachment to the Counselor's email that you are meeting. Or you may bring in a copy of the printed form and documentation to the Intake Appointment.

**Directions for Digital Signature**

1. Click on **Student Signature Field**
2. Select "**Configure New Digital ID**"
3. Select "**Create New Digital ID**" then Select "**Continue**"
4. Select "**Save to File**" then "**Continue**"
5. Enter name as you want your signature to appear. Enter email address and click "**Continue**"
6. Save signature in a location on your computer.
7. Create a Password for your signature. Select "**Save**"
8. Select the signature from the list and select "**Continue**"
9. Enter the Password, select "**Sign**"
10. This opens a dialog box that allows you save the Form with a unique name, take note of location of the file.
11. Once you select "**Save**" it will post your Digital Signature on the line.



Counseling and Support Services

J Building 803-327-8007

### Student Resource Office Intake

Date \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

#### Personal Information

Student's Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Emergency Contact Name/# \_\_\_\_\_

#### Declared Disability

Diagnosis \_\_\_\_\_

How does this affect you in the school environment \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What modifications have you had in the past that have helped you in the learning environment \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Documentation:

Documentation will be required to verify the diagnosis from a professional qualified to diagnose the condition. Bring any documentation that you have to the initial meeting. Additional documentation may be requested to establish verification of a disability in the learning environment.

## Student Resource Office Intake

**Requested modifications:** Please list the modifications that you are requesting due to the presence of a disability.

Instructional/ Classroom Modifications: \_\_\_\_\_

\_\_\_\_\_

Testing Modifications: \_\_\_\_\_

\_\_\_\_\_

Support Person: \_\_\_\_\_

\_\_\_\_\_

Environmental/ Equipment Modifications: \_\_\_\_\_

\_\_\_\_\_

Other Requested Modifications: \_\_\_\_\_

\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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### *Office Use*

Documentation Provided: \_\_\_\_\_

Additional Documentation Needed: \_\_\_\_\_

Verification of Disability \_\_\_\_\_

Approved Modifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Intake: \_\_\_\_\_ Counselor Signature: \_\_\_\_\_

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## Directions for Attaching Documentation

1. Make sure you have opened the Intake Form in [Adobe Acrobat Reader DC](#) program and not in a web browser.
2. Select the **“View”** option at the top of the page
3. From the pull down menu select **“Tools”** then select **“Comments”** then select **“Open”**
4. This will open a pane on the right side of the page and a toolbar on the top
5. On the **Tool Bar** you will select the **Paperclip with the + sign** and you select **“Attach File”**
6. The mouse icon will turn to a push pin, Click in the open area near the Paperclip below this text.
7. This will open a dialog box to locate the name of the file saved on your computer with the documents to submit.
8. Repeat with other files

**Please submit only .pdf, Word Documents, or images such as .jpeg**

If you are unable to attach the file, email the completed Intake Form to the Counselor you are meeting and attach the documents to the email. **Please bring a copy of the documentation to your Intake Appointment in case the attachments are not clear.**

If you are having difficulty obtaining documentation, complete the intake form and set up an appointment and we will discuss option for obtaining documentation.



## Informed Consent and Disclosure

The Family Educational Rights Privacy Act (FERPA) regulates disclosure of disability documentation and records maintained by the Special Resources Office (SRO). Under this Federal act, prior written consent by the student is required before SRO may release disability documentation, records or personal information disclosed by the student.

FERPA provides numerous exceptions to the general requirement to seek student consent prior to releasing personally identifiable information from educational records. One of the exceptions authorizes SRO to release information to any school official who has a "legitimate educational interest." Another exception is for health and safety emergencies. This consent gives permission to work with your instructors as need on implementation of modifications. Personal information regarding anything beyond modifications is not shared without further written permission from the student.

Under FERPA, students are also allowed to inspect and review their files maintained by SRO. Students have the right to challenge any information contained in the files that is incorrect, misleading, or not accurate and request an amendment to this misinformation.

Modifications approved under the Americans with Disabilities Act are for the purpose of equal access relating with the learning environment at York Technical College. Modifications do not ensure success in the class that a student chooses to pursue. When a student encounters challenges that may affect his or her success in a class, it is recommended that the student follow up with the Special Resource Office to evaluate current modifications and access, implementation of additional modifications if reasonable and appropriate, and identification and referral to other resources to help target success in the class.

I, (please print your name) \_\_\_\_\_, authorize the Special Resources Office (SRO) staff to review relevant information from other York Technical College departments (i.e. Academic Records, Admissions, Financial Resources).

Instructors or other school officials, such as tutors, may request information about the impact of a student's disability on his or her ability to learn. SRO will only share information with other school officials when appropriate and will carefully balance a student's request for confidentiality and the request for additional, relevant information about the student. SRO seeks to preserve the student's wish to keep their disability information and status confidential. SRO staff is sensitive to this issue. Any information that may need to be shared with an instructor beyond modifications will be with the additional written permission of the student.

I authorize the SRO to discuss my needs and academic accommodations with those I have initialed below:

Initial

\_\_\_\_\_ My parent(s) or guardian(s) \_\_\_\_\_

\_\_\_\_\_ Other(s) \_\_\_\_\_

I, the student, understand and agree to the provisions listed above. I understand that at any time, through written notice, I can amend, change, or cancel this agreement with the Special Resources Office.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I, as a member of the SRO staff, have reviewed this agreement with the student and witnessed the student's signature above.

SRO Staff Signature \_\_\_\_\_ Date \_\_\_\_\_