



## SAS Student Disability Handbook

**NCK** Tech is dedicated to providing equal access and opportunity to all campus programs and services for students with disabilities. Student Accessibility Services (SAS) facilitates access to college programs and services for students, faculty, staff and visitors with disabilities through accommodations, education, consultation, and advocacy.

This handbook outlines the rights, responsibilities and accommodation procedures for students that receive academic accommodations for a disability. Please review this handbook thoroughly. If you have questions about rights, responsibilities or procedures to obtain your accommodations, please contact the [Director of Learning Services](#) at 1-785-738-9020 or by email at [knelson@ncktc.edu](mailto:knelson@ncktc.edu).

### Chapter 1- Rights and Responsibilities

NCK Tech is committed to providing reasonable accommodations in accordance with applicable state and federal laws including, but not limited to, Section 504 and 508 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Under these laws, students with a documented disability have a **right** to receive reasonable accommodations. Students also have **responsibilities** under these laws.

#### Student Rights and Responsibilities

Students with disabilities have the **right** to:

1. An equal opportunity to learn. If the location, delivery system, or instructional methodology limits access, participation, or ability to benefit, students have a right to reasonable alterations in those aspects of the course (or program) to accommodate a disability. The accommodation may not fundamentally alter the nature of the program or activity, lower academic standards, present undue financial or administrative burden on the college, or pose a threat to others or public safety.
2. An equal opportunity to participate in and benefit from the academic community. This includes access to services, extra-curricular activities, housing, and transportation at a comparable level as that provided to any student.

Students with disabilities shall be **responsible** for:

1. Registering for support services with SAS (self-disclose disability) by completing and submitting [Student Accessibility Services Intake and Consent Form](#).
2. Providing appropriate documentation, if available, ([Documentation Guidelines](#)) regarding the disability, which would include how the disability affects the student's academic performance and suggested accommodations.
3. Communicating with Director of Learning Services as part of [the SAS](#) process (preferably in person, but may be done via telephone or email when necessary).
4. Providing [Educational Accommodation Plan \(EAP\)](#) listing the approved accommodations to his/her Instructors. The Director of Learning Services will email the EAP to requested Instructor(s) or print out copies of the plan for students to hand deliver if he/she prefers.
5. [Utilizing accommodations and support services](#) as needed and notifying SAS of any issues, concerns, or changes in schedule.

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NCK Tech is committed to student success; however, we do not require students to use accommodations. The decision of when to utilize approved accommodations or available services, if at all, is up to the student, not the college. Integration, self-advocacy and individual responsibility are promoted and expected.

## **Chapter 2- Registering with Student Accessibility Services (SAS)**

NCK Tech students who are in need of an accommodation should first “self-identify” and register for support services by completing and submitting a [Student Accessibility Services Intake and Consent Form](#) (see [appendix A](#)). This form can be picked up in the Director of Learning Services office located in the Student Success on the Beloit campus, or Student Services on either campus, or requested by contacting SAS staff.

- Director of Learning Services, may be reached at (785) 738-9020 or by mail at [NCK Technical College, 3033 US Hwy 24, Beloit, KS 67420](#).
- Dean of Student Success, may be reached at (785) 738-9037
- Student Success Coordinator (Hays Campus), may be reached at (785) 301-2294

Students are encouraged to make timely and appropriate disclosures and requests, at least two weeks in advance of a course, program, or activity for which an accommodation is requested (or as soon as realistically possible) to allow adequate time for accommodation services to be set in place. Students can choose to self-disclose at any time during an academic year, but accommodations are not retroactive.

## **Chapter 3- Academic Accommodations and Support Services for Students with Disabilities**

A wide range of accommodations and services are provided to students with documented disabilities. Reasonable accommodations including academic support services and auxiliary aids are provided to allow students with disabilities an equal opportunity to participate in and benefit from educational programs. Accommodations will be provided on a case-by-case basis determined by student request, documentation, intake interview, Educational Accommodation Plan Team, and assessment of individual needs and course requirements.

Accommodations may not fundamentally alter the nature of the program or activity, lower academic standards, present undue financial or administrative burden on the college, or pose a threat to others or public safety.

### **Reasonable accommodations/services may include, but are not limited to the following:**

- Testing (extended time, reduced distraction testing environment, use of calculator, test reader and/or scribe)
- Note-taking assistance (second set of notes, powerpoint slides, and/or other visual aids provided)
- Alternative text
- Recorded lectures
- Sign Language Interpreter
- Preferential seating
- Alternate furniture
- Large print exams, handouts, signs, etc.
- Telecommunications devices
- Use of Assistive Technology

### **To that end, accommodations/services at NCK Tech do not include:**

- Special classes or programs for students with learning disabilities

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- Evaluation of diagnostic testing for students with learning disabilities
- Separate or special tutorial programs for students with disabilities
  - Although not individualized as an accommodation, tutoring and other support services are available on both campuses to all students.
- Personal services (personal care attendants or personally prescribed medical devices)
  - Students may obtain specialized support services from other resources such as Vocational Rehabilitation (VR).

### **Chapter 4- Providing Documentation**

It is highly recommended that students requesting accommodations or support services provide appropriate documentation regarding their disability. Documentation of disability/medical issues assists Student Accessibility Services (SAS) in collaborations with the student to determine reasonable accommodations and/or services, which are provided on a case-by-case basis.

The type of documentation required will vary, depending on your disability and the accommodations being requested. In general, documentation should adhere to the best practice standards developed by the Association of Higher Education and Disability (<https://www.ahead.org/learn/resources/documentation-guidance>).

Documentation should be current and include the following:

- The date of diagnosis and statement identifying the disability
- The student's current functional limitations specific to academic performance or major life activity
- Accommodations used in high school, previously attended colleges, or other settings
- Recommended accommodation(s) and the duration of accommodation(s)
- Explanation of how the suggested accommodation(s) will benefit the student
- The credentials of the evaluator(s)

Types of documentation include:

- IEP/504 Plan
- Recent evaluations
- Letters from doctors
- Hospital reports
- Disability Verification Form

#### **Current Documentation**

While relatively recent documentation is recommended in most circumstances, common sense and discretion in accepting older documentation of conditions that are permanent or non-varying is possible. Likewise, changing conditions and/or changes in how the condition impacts the individual brought on by growth and development may warrant more frequent updates in order to provide an accurate picture. It is important to remember that documentation is not time-bound; the need for recent documentation depends on the facts and circumstances of the individual's condition.

#### **Obtaining Documentation**

Students are responsible for obtaining documentation. If submitted documentation is incomplete or doesn't support the student's request, the student may be asked to obtain additional documentation (a disability diagnosis made by a licensed professional would be an example). The cost of obtaining all documentation is the responsibility of the student. The college is not able to provide testing or diagnosis of a disability.

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### **Confidentiality**

NCK Tech treats disability information as medical information and will handle it under the same strict rules of confidentiality as other medical information. Included in this category of information is the comprehensive documentation that people with disabilities must provide to establish the existence of their disability and the need for accommodations or support services. All documentation will remain separate from academic records and will not be released to an individual or source external to NCK Tech without the student's written consent.

### **Chapter 5- Confidentiality Guidelines**

According to FERPA's confidentiality guidelines, one office or individual on campus should be assigned the responsibility of collecting and holding disability-related documentation for students with disabilities. NCK Tech has delegated the authority to work with students with disabilities and prescribe and coordinate their accommodations and support services to the Director of Learning Services who is responsible for confidentiality.

In order to provide effective services, disability information may be shared with the [Educational Accommodation Plan \(EAP\) Team](#), after consent has been given by the student. It may be necessary to communicate limited information on a need-to-know basis regarding disability-related needs to NCK Tech faculty and/or staff. The Director of Learning Services will provide an [EAP](#) to Instructors that will only provide information that applies to the accommodations a student needs but not information about the disability itself. Otherwise, disability-related information will only be shared if there is a threat to an individuals' safety or an emergency situation.

### **Chapter 6- Retention and Disposal of Documentation and SAS Records**

The Director of Learning Services at NCK Technical College will keep all disability related records for 7 years. All documentation and other SAS related materials will be destroyed 7 years after the students' last term of attendance at NCK Tech.

Prior to the destruction of the records, students are entitled to copies of the documents held in their files and may receive them upon request. Students who return to NCK Tech after disability documents have been destroyed must resubmit documentation of their disability in order to obtain accommodations. It is highly recommended that students retain a copy of their documentation for their own purposes.

### **Chapter 7- Determination of Disability and Eligibility for Accommodations**

The assessment of reasonable and appropriate accommodations is based on the type(s) and impact of the particular disabling condition(s), as reflected by documentation, self-report, and team collaboration. Accommodations will be determined on an individual basis and may not be identical to those previously used by a student at another institution or in another setting. Accommodations that compromise the integrity of an academic program, impose undue financial and/or administrative burden on SAS, or alter programmatic, academic, or curricular content are not considered reasonable nor appropriate.

Accommodations will not be granted retroactively for past semesters or past parts of courses in which an Educational Accommodation Plan was not provided to an Instructor. Undiagnosed or undocumented disabilities cannot be the basis for

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grade appeals. Students cannot petition grades received as a result of not using accommodations or not following appropriate procedures to request accommodations.

## **Chapter 8- Accommodations**

### **Testing**

NCK Tech will provide appropriate test accommodations for students with disabilities as substantiated by appropriate documentation. Accommodations may include, but are not limited to: extended time (time and a half is standard: requests for double time will be evaluated on a case-by-case basis); a reduced distraction testing environment; use of a calculator; test reader/and or scribe; or use of a computer or other appropriate assistive technology for testing.

Students who are receiving testing accommodations will need to notify SAS staff and/or their Instructor at least two days prior to the scheduled exam to allow for necessary testing arrangements to be coordinated.

### **Alternative Format Text**

Alternative Format Text is available upon request two (2) weeks prior to the beginning of the term. Students are responsible for purchasing their own textbooks and providing any needed information to the Director of Learning Services to obtain the preferred text format.

### **Sign Language Interpreting and Captioning Services**

Sign language interpreting services for students who are deaf or hard of hearing will be provided for classes, academic meetings/appointments, and institution sponsored programs. An interpreter will not be scheduled for students who don't make accommodation requests through the SAS office and provide a class schedule.

At any time the college is closed (planned, or for weather or other unforeseen circumstances), interpreting and captioning services will automatically be cancelled.

An interpreter's/captionist's function is to facilitate communication. The interpreter/captionist is not available to act as a note-taker, tutor, or messenger for the student. Students should contact the Director of Learning Services with any questions regarding the role of interpreters/captionists.

To request interpreting/captioning services, notify the Director of Learning Resources as far in advance of the class/meeting/event as possible. Every effort will be made to find a qualified interpreter or captionist, however, NCK Tech cannot guarantee services to students who do not provide sufficient notice.

### **Note-taking**

Some students with disabilities have difficulty taking notes. A note-taking accommodation is intended to provide information that the student would have gotten on their own if it were not for his/her disability.

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### **Temporary Disabilities**

Some disabilities are temporary and might require accommodations for a limited time. Students who are recovering from surgery, injury or severe illness may be unaware of accommodations that may be reasonable for a limited time period. Students can contact SAS to establish reasonable accommodations. Temporary disabilities are evaluated on a semester basis.

### **Access**

Access refers to elimination of physical barriers that prevent full participation, but it also includes access to appropriate technology and institutionally sponsored events and programs. All building or facilities concerns related to access should be discussed with the Director of Learning Services.

**Personal Attendant:** A personal attendant is not an employee of NCK Tech, but instead is employed by the student. If a student with a disability requires a personal attendant, the student should notify Student Accessibility Services prior to the upcoming semester; the Director of Learning Resources will then notify the student's instructor of their needed presence in the classroom.

Personal Attendants should not interact with instructors or other students in the class unless the student with a disability is unable to communicate; SAS will work closely with the instructor to determine if and when it is appropriate for an attendant to facilitate communication. Personal Attendants are expected to follow all applicable NCK Tech rules and regulations.

### **Service Animals and Emotional Support Animals (ESA)**

NCK Tech specifically prohibits pets in campus housing with the exception of Service Animals and approved Emotional Support Animals (ESA) for individuals with disabilities. A "pet" is any animal kept for ordinary use and companionship. Assistance animals (service and support), as defined below, are not considered pets.

### **Service Animals**

Under the ADA, a service animal is defined as a dog or a miniature horse that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with a mental illness to take prescribed medications or performing other duties.

State and local governments, businesses and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go.

Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case; the individual must maintain control of the animal through voice, signal, or other effective controls. Service animals are not required to wear special identification.

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Under the ADA, when it is not obvious what a service animal provides, only limited inquiries are allowed.

You may ask two questions:

1. Is the dog a service animal required because of a disability?
2. What work or task has the dog been trained to perform?

ONLY students living in residence halls who have a service animal are asked to register with SAS as a student with a disability and can be asked to provide limited documentation such as, proof that the service animal has had the necessary vaccinations. Notification will be given to other necessary campus personnel (police and safety, Student Services (housing and dining), etc.). Documentation or registering with SAS is not required if the student does not live on campus.

#### **Emotional Support Animals (ESA)**

An ESA is not a pet. An emotional support animal is viewed as a “reasonable accommodation” under the Fair Housing Amendments Act of 1988 (FHA or FHAct) to those housing communities that have a “no pets” rule. The United States Department of Housing and Urban Development (HUD) uses the term “assistance animal” to cover any animal that works, provides assistance, or performs tasks that benefit a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person’s disability.

Unlike service animals, support animals are not required to be trained or perform work or tasks, and they may include species other than dogs and miniature horses. ESAs are not allowed in campus facilities or on the grounds, and people with disabilities must request approval from Student Accessibility Services to have the ESA as a housing accommodation that is limited to the dorm room and outside only. The student must complete the voluntary ESA intake form, have a qualified medical professional complete the ESA Verification form and complete intake appointment. Documentation must include a clear diagnosis, description of functional limitations and impact, expected duration, treatments and side effects. Such requests will be considered on a case-by-case basis consistent with applicable laws and safety.

#### **Responsibilities of Using Emotional Support Animals**

NCK Tech is not responsible for the care or supervision of assistance animals. The student is responsible for the cost, care, and supervision of assistance animals, including:

- Compliance with any laws pertaining to animal licensing, vaccination, and owner identification;
- Keeping the animal under control and taking effective action when it is out of control; and
- Feeding and walking the animal, and disposing of its waste.

NCK Tech will not require any surcharges or fees for assistance animals. However, the student may be charged for damage caused by an ESA to the same extent that NCK Tech would normally charge a person for damage caused.

Students who are accompanied by ESAs must comply with the same campus rules regarding noise, safety, disruption, and cleanliness as people without disabilities.

## **Chapter 9- Legal Procedures Related to Disabilities**

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NCK Technical College is legally required to provide reasonable accommodations for students with disabilities. Accommodations are made on a case-by-case basis. NCK Tech strives to provide equal access to all programs, activities and services for students with disabilities.

Two fundamental legal documents guide many disability policies in higher education; Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Please refer to the excerpts of these documents for further information regarding disabilities and the law.

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute that guarantees specific rights to individuals with disabilities. It provides equal access and reasonable accommodations for otherwise qualified students with disabilities. This law requires all recipients of federal funds, whether in the form of a grant or a contract, to review and, if necessary, modify their programs and activities so that discrimination based on ability is eliminated. This act covers all qualified individuals with disabilities.

According to government definition, this means an individual who, with reasonable accommodation, can perform the essential functions of the job (or school curriculum) in question. The objective of Section 504 is to ensure that people with disabilities have opportunities and access to the benefits of all federally funded programs and activities.

#### **Specifically, Section 504 states:**

No otherwise qualified individual with a disability in the United States shall solely by reason of his or her disability, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Disabled person means any person who (i) has a physical or mental impairment which substantially limits one or more major life activities, (ii) has a record of such impairment, or (iii) is regarded as having such an impairment.

#### **Definition of Terminology in Section 504**

**Physical impairment:** Any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, immune, circulatory and endocrine.

**Mental impairment:** Any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

**Major life activities:** Functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

**Record of such:** A history of, or has been misclassified as having an impairment. This means the individual has a history of, or has been misclassified as having a mental or physical impairment that substantially limits one or more major life activity. This provision is included in the definition of a disability to protect individuals who have recovered from a physical or mental impairment that substantially limited them in a major life activity. An individual with a past impairment cannot be discriminated against on the basis of that past impairment.

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**Regarded as having:** Does not limit major life activities, but is treated as such. Is limited only because of attitudes of others or is treated by a recipient as having such an impairment.

**Substantially limits:** Prohibits or significantly restricts an individual's ability to perform a major life activity as compared to the ability of the average person.

From Federal Register, Vol. 45, No. 92, Friday, May 9, 1980, Rules and Regulations

Americans with Disabilities Act of 1990 (ADA). The Purpose of the ADA is:

- To provide a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities.
- To provide a clear, strong, consistent, enforceable standard that addresses discrimination against individuals with disabilities.
- To ensure that the federal government plays a central role in enforcing standards established in this act.
- To involve congressional authority, including the Fourteenth Amendment, to regulate commerce in order to address the major areas of discrimination.

This act augments Section 504 legislation and extends it to the general public, not only educational institutions. In Title II, the ADA specifies:

Qualified individuals with a disability means an individual with a disability who, with or without reasonable modifications to rules, policies or practices, the removal of architectural communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

From (ADA), 42 U.S. C., Sec. 12111

## **Chapter 10- Grievance Procedure**

NCK Tech is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in college programs or activities due to his or her disability. We are committed to providing reasonable accommodations in accordance with applicable state and federal laws including, but not limited to, Section 504 and 508 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. We strive to create a safe, respectful and inclusive environment and promote awareness, knowledge and self-advocacy.

Any student who believes he or she has been subjected to discrimination on the basis of disability or has been denied access or accommodations, shall have the right to invoke the Grievance Procedure. The Grievance Procedure is designed to address disagreements or denials regarding requested services, accommodations, or modifications to academic practices/requirements or any other disability related grievance. Retaliation of any kind against a complainant is strictly prohibited.

Students are encouraged to first discuss their concerns with SAS. An attempt will be made to resolve the issue(s) causing concern by assisting the student in discussions with the person(s) involved. Most situations are positively resolved through this process. If the student does not feel the concern or complaint has been appropriately resolved, he or she should contact the [Vice President of Students and Instructional Services](#) at 1-800-658-4655 or PO Box 507, 3033 US Hwy 24, Beloit, KS 67420, where grievance procedures are filed for all students, including students with disabilities.

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If the complaint is not resolved at the College level, a student may choose to file a complaint with the [Office for Civil Rights](#) at 1-816-268-0550 or U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106.

### **North Central Kansas Technical College**

3033 US 24 Hwy  
Beloit, KS 67420  
800-658-4655  
785-738-2276  
785-738-2903 FAX

2205 Wheatland Ave  
Hays, KS 67601  
888-567-4297  
785-625-2437  
785-623-6152 FAX

[www.ncktc.edu](http://www.ncktc.edu)

### **QUICK CONTACTS/CAMPUS RESOURCES**

- **Student Success Office – Hays Campus**  
BOC Building - Hays Campus  
785-301-2294
  - **Kelly Center- (for Gateway Program students on Hays Campus)**  
Picken Hall on FHSU Campus  
785-628-4401
    - Academic Success Programs
    - Counseling
    - Tutoring
- **Student Success Center – Beloit Campus**  
785-738-9037

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- Computer lab
  - Library
  - Testing Center
  - Tutoring
- 
- **Registrar 785-738-9058**
  - **Financial Aid 785-738-9062**
  - **Student Accessibility Services 785-738-9020**
  - **Beloit Student Experience 785-738-9075**
  - **Hays Student Experience 785-623-6166**

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[SAS Student Disability Handbook](#)

Appendix A:



## Student Accessibility Services Intake and Consent Form



Scan QR code for alternative electronic Intake Form

### Part I – Personal Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Which is the best way to contact you? ☐ Phone ☐ Email ☐ Text ☐ Mail

Birthdate: \_\_\_\_\_

Program: \_\_\_\_\_

Referred to Student Accessibility Services by: \_\_\_\_\_

Are you a client of Vocational Rehabilitation Services (VR)? Yes No

If yes, please provide your Case Manager's name and contact information:

\_\_\_\_\_

### Part II – School History

High School Attended: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

What accommodations/support services did you receive in high school?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*NCK Tech is committed to nondiscrimination on the basis of race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital status, religion, age, ancestry, disability, military status, or veteran status in admission or access to, or treatment or employment in, its programs and activities. Further, it is the policy of the college to prohibit harassment (including sexual harassment and sexual violence) of students and employees. Any person having inquiries concerning the college's compliance with the regulations implementing Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act Amendments Act is directed to the VP of Instructional Services & Students (Section 504/ADA Compliance Officer, Title VI, Title VII, & Title IX Compliance Officer) at 1-800-658-4655 or PO Box 507, 3033 US Hwy 24, Beloit, KS 67420.*



SAS Student Disability Handbook

Other colleges attended: \_\_\_\_\_ Dates attended: \_\_\_\_\_

What accommodations/support services did you receive while in college?

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**Part III – Disability Information**

Diagnosis: \_\_\_\_\_

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

Please describe how your disability impacts you in the classroom.

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**Part IV – Accommodations**

Please list any academic accommodations or support services that you would like to request at NCK Tech.

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**Part V – Consent**

I \_\_\_\_\_, give written consent to initiate the Student Accessibility Services (SAS) process to determine possible identification for academic accommodations/services. I understand that information concerning my disability may be disclosed with other SAS staff and appropriate instructors that may be a part of the Educational Accommodation Plan (EAP) Team.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

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