

## Disability Services Accommodation Request



If you have a physical or mental impairment that substantially limits a major life activity you may be eligible for accommodations in the assessment process and/or classroom accommodations that will ensure the assessment and/or classroom work accurately reflects your skills, knowledge and abilities. Attempts will be made to provide reasonable accommodations that will allow you to demonstrate your abilities.

### **Step 1. Contact Information**

Submit your contact information in the Disabilities Services Accommodation Request form located on our website or in the Counselor's office. The information requested on the form and any documentation regarding your disability or need for accommodation to obtain career objectives in a program or assessment will be considered strictly confidential and will not be furnished to any outside source without your permission to provide reasonable accommodations that will allow you to demonstrate your abilities.

### **Step 2. Disability Documentation**

Prior to receiving accommodations, all students identified as being disabled must have the proper documentation on file in order to receive accommodations. Your request for accommodations must be certified by an appropriate professional (licensed physician, licensed psychologist, approved agency, etc.).

### **Step 3: Approval and Plan Development**

Once documentation is submitted you will be contacted, and an accommodation plan will be developed. Persons included in the development of a plan can include the Counselor/Title IX coordinator/ student, instructor and others whom the student invites. Plan may be developed face to face or in some cases as a conference call. Plan development should be in place prior to first day of class or ASAP after that date. All documentation is confidential.

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Please submit your documentation by fax, US Mail, e-mail or in person to:

Title IX Coordinator:  
Amber Riley  
3921 34<sup>th</sup> Street  
Woodward, OK 73801  
fax - (580) 571-6180  
[agriley@hptc.edu](mailto:agriley@hptc.edu)