

## 504/ADA Process Checklist

Please note: All of the forms and procedure can be found on the website listed below.

- ❑ Make an appointment with the ADA Coordinator 303-344-4910. Bring in documentation of your disability to your appointment. Documentation requirements can be found at the Pickens Tech website <http://www.pickenstech.org>.
- ❑ Be able to explain to the ADA Coordinator:
  - a. What your disability is
  - b. How has your disability affected you in the classroom
  - c. What support service will you need
- ❑ Provide appropriate disability documentation (or discuss how such documentation is to be obtained) including but not limited to:
  - a. Accessibility Services Office (ASO) Needs Assessment form
  - b. Request for Accommodations for the New Semester form
- ❑ Meet all deadlines established for documentation and submission of requests and accommodations.
- ❑ If needed an appeals process is available, please see web site for details.

**It is important that you inform the ADA Coordinator as early as possible should you feel frustrated in your class and begin to fall behind in the coursework. By contacting the ADA Coordinator, it can be determined if other support services might be appropriate for your situation. It is the goal of the ADA Coordinator to provide appropriate support services, in a timely manner, in order to allow you an equal opportunity to succeed in your educational journey!**