

# **Grand River Technical School**

## **Services for Students with Disabilities**

Grand River Technical School strives to provide equal access and opportunity to all programs and services to individuals with disabilities and is committed to do all we can to ensure a positive and successful experience for each student.

Grand River Technical School provides services to secondary students in compliance with the IDEA, Section 504, Subpart D. For post secondary students, GRTS provides services and accommodations to students with disabilities in compliance with the ADA, Section 504, Subpart E.

The following outlines GRTS policies and procedures for requesting accommodations for post-secondary students with disabilities.

### **Accommodations and Services Guide for Post-Secondary Students with Disabilities**

Purpose of Vocational Resource Educator (VRE)

- Provide services and accommodations to students with disabilities
- Work closely with faculty and staff in an advisory capacity
- Assist in the development of reasonable accommodations for students
- Provide equal access for "otherwise qualified" individuals with disabilities

Qualified Individual (Section 504)

- Have a physical or mental impairment which substantially limits one or more major life activity
- Meets academic and technical standards requisite to admission or participation in the education program or activity

Eligibility Verification

Depends on the nature of the disability and its impact on learning per the documentation

- Identification of the nature and extent of the disability
- Information on the functional limitation as related to the academic environment
- Recommend reasonable accommodations

Confidentiality

- Disability documentation is confidential between the student, the admissions staff processing enrollment, and the VRE

Access to Academic Services

- Reasonable accommodations shall be made for eligible students with disabilities
- Accommodations are provided to allow equal opportunity for students with disabilities
- Requests that would alter the academic standards will not be granted
- Each student is given individual consideration

Student Responsibilities

- Identify themselves to the admissions staff and/or the VRE
- Provide appropriate documentation of disability
- Notify faculty one week in advance of tests and make appointments with the VRE
- Take tests at the same time class meets unless the instructor provides permission
- Self monitor progress with faculty, request assistance, and meet GRTS standards
- Inform VRE if there are problems with approved accommodations

Vocational Resource Educator (VRE) Responsibilities

- Prevent discrimination of qualified students
- Reduce or eliminate physical, academic, and attitudinal barriers
- Respect a student's right to privacy and confidentiality

## Obtaining Accommodations and Services

- Self-identify that you are a student with a disability
- Familiarize yourself with the Student Handbook and Accommodations and Services Guide for Post-Secondary Students with Disabilities available in the admissions office or at [www.grts.org](http://www.grts.org) .
- During your visit we will discuss:
  - Your educational goals
  - How your disability affects you in your program setting
  - What documentation you need
  - What accommodations you have used in the past
  - What accommodations you may need for program placement
- Provide documentation. Documentation must be:
  - Current and less than three years old
  - Signed by an appropriate professional
  - Mailed or faxed from a school, professional or agency

*to:*

Grand River Technical School  
Vocational Resource Educator  
1200 Fair Street  
Chillicothe, MO 64601

- Requested accommodations:
  - Must not fundamentally alter the nature of the program activity or service
  - Cannot give unfair advantage
  - Must be directly related to your disability

Please note: GRTS admissions acceptance requires a minimum 25<sup>th</sup> percentile achievement in reading and math on the TABE -WFS admissions test. The purpose of this admissions test is to determine a minimum level of proficiency for success in the programs at Grand River Tech School. Accommodations for the admissions test are limited to: non-timed test, individual testing rather than group testing for a quieter, more private setting. Admissions test cannot be read to students. Students may request study materials and web-based practice test information. See GRTS Admissions policy or FAQs below for additional testing information.

Upon acceptance, GRTS staff, to the best of its ability, will work with the student to meet reasonable accommodations requested. For situations in which GRTS is not able to accommodate, the student will be referred to appropriate agencies to which the student may need to apply (ie: Vocational Rehabilitation, Access II, etc).

- Reasonable accommodations/services may include:
  - Extended time on tests
  - Non-distracting testing environment
  - Note taking
  - Taped textbooks
  - Scribe
  - Reader for unit tests
  - Assistive technology
  - Special seating
  - Tape-recorded lectures
  - Enlarged print
  - Individual support
- Accommodation Appeal  
If a dispute arises regarding requested accommodations, the student may appeal the decision. The student must take the following steps to appeal:

- The student must try to resolve the problem informally with the Vocational Resource Educator
- If the dispute cannot be resolved, the student may appeal in writing to the Director, 1200 Fair Street, Chillicothe, MO 64601.

## FAQs

### **What is included in documentation of a disability?**

- It is written proof that a disability exists, provided by a professional
- It is necessary to determine if there is a substantial limitation to a major life activity (such as learning, walking, talking, seeing, hearing, etc)
- It provides information the Vocational Resource Educator needs in order to consider accommodations for equal access

### **Who is responsible for providing the VRE with documentation?**

- The student is responsible for providing documentation to GRTS

### **How should documentation be delivered?**

- Documentation should be mailed or faxed by the qualified professional

### **From where should documentation be requested?**

Documentation can come from a variety of sources such as:

- The Division of Vocational Rehabilitation
- Private physicians or licensed psychologists
- Veteran's Administration
- High school counselors

### **Does the documentation expire?**

- Yes, the documentation will expire after three years. Documentation must reflect current functioning.

### **Will a student's specific disability be shared with instructors?**

No. However, two circumstances warrant faculty/staff access to specific information about a student's disability:

- The student gives permission to the VRE or counselor to disclose the disability to instructors.
- It is determined that there is a need to know. This usually occurs when there is a threat to harm a person or property.

Note: A student's disability documentation is considered to be confidential. Communication about disability or accommodations should respect a student's right to privacy at all times. Communication between instructors and students concerning disability-related matters, including accommodation arrangements, during class or in other public settings is discouraged.

### **I was on an IEP in high school. Does my IEP automatically qualify me for accommodations?**

No. The high school IEP ends at high school graduation and there is no IEP at the post secondary level. However, GRTS will review a voluntarily submitted IEP for purposes of helping to understand the student's background and reviewing strategies that proved successful for the student while in high school.

### **I recently graduated from high school and am expecting the same accommodation services for post secondary training. Is this a possibility?**

There are many differences between high school and college/post-secondary regarding accommodations. Please visit the link below for specific details:

<http://www.moahead.org/educatordirectory/BrochureYouShouldKnow.pdf>

**What if I don't pass the admissions test? Can I retest?**

Yes. Students who do not make the minimum required 25<sup>th</sup> percentile score in reading and math on the TABE admissions test may schedule to retake the test for a fee. Students are encouraged to contact the school for study guide information prior to taking the test for the first time.

Students not meeting the minimum 25<sup>th</sup> percentile requirement who request to retake the test will be charged a \$20 retest fee. Students scoring below the 20<sup>th</sup> percentile will be required to log tutoring hours before retesting.

A student whose scores are below the 25<sup>th</sup> percentile may be accepted upon review by administration based on special circumstances such as but not limited to previous experience in the field, recommendation by counselor, etc.

**I have a disability. Am I required to request accommodations?**

No. It is the student's responsibility to request accommodations if they wish. It is their option if they do not wish to request accommodations.

**Contact Information:**

Vocational Resource Educator or Vocational Counselor  
1200 Fair Street  
Chillicothe, MO 64601  
660-646-3414