

# Disability Services ENROLLMENT

@ GEORGIA PIEDMONT TECH



## Disability Services Packet

- **Please print, read and complete the last five pages and return to GPTC's office of Disability Services.**
- **Accommodations cannot be provided until documentation has been received and evaluated.**
- **For more information, contact Disability Services at 404.297.9522, ext. 1155 or email [specialpops@gptc.edu](mailto:specialpops@gptc.edu)**

# Documentation Guidelines for Disabilities

All disabilities that affect learning and/or that necessitate a physical alteration will require medical or psychological documentation that verifies the disability, clarifies the area of learning affected and states the academic adjustments recommended by the physician or other qualified professional as appropriate in the educational setting. In addition to documentation a disabled student must otherwise be qualified for admission to or participation in a program with or without a reasonable adjustment. A qualified individual with a disability is one who meets the essential eligibility requirements for the program or activity offered by the public entity. The following are diagnostic documentation requirements:

## Learning Disabilities

- Psychological Evaluation or an Adult normed assessment signed by a physician or other qualified individual with the credentials to make the diagnosis.
- Specific Learning Disability must be diagnosed and stated.
- Individually administered intelligence test.
- Oral language skills, social and emotional status, specific academic deficits, including information processing assessed.
- Achievement assessment: math, reading, written language skills.
- Assessed using appropriate age norms.
- Suggestions on possible adjustments in educational setting.

## ADD/ADHD

- Medical and/or Psychological Evaluation or an Adult normed assessment written on letterhead and signed by an individual with the credentials to make the diagnosis.
- ADD/ADHD must be diagnosed and stated.
- Clear evidence/documentation of interference with developmentally appropriate academic, social, or vocational functioning.
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- Suggestions on possible adjustments in educational setting.

## Brain Injuries

- Medical and/or Psychological Evaluation signed by the specialist and written on letterhead detailing the impact of the limitations on ability to participate in post-secondary education.
- Current assessment using adult norms of cognitive and psychological strengths and limitations, readiness to participate, and preferred learning style from a Neurologist or other appropriate medical specialist.
- Evidence that impairment substantially limits one or more major life activities.

- Suggestions on possible adjustments in educational setting.

### **Visual, Hearing, Health, and Mental Impairments**

- Medical Documentation written on letterhead and signed by an individual with the credentials to make the diagnosis. Include the specific diagnosis for visual/hearing/health/mobility impairment and attach any tests results that measure limitations.
- Report should include any medications or aids used by student, including effects these have on the learning limitations.
- Suggestions on possible adjustments in educational setting.

### **Psychological Disorders**

- Medical and/or Psychological Evaluation written on letterhead of diagnostician and signed by individual with credentials to make diagnosis.
- DSM-IV diagnosis/date of diagnosis with Psychological Disorder stated.
- Assessment procedures used to make diagnosis and attach any tests used to measure learning limitations.
- Major symptoms currently being manifested and date of last visit.
- Level of symptom severity (Global Assessment of Functioning) and what is treatment plan and prognosis.
- Report should include current medications student is taking and the impact it has on learning.
- Suggestions on possible adjustments in educational setting.

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# Academic Adjustment Guidelines

1. Make an appointment with the Disability Services Coordinator, Paula Greenwood at 404/297-9522 ext. 1155.
2. Provide documentation of disability. Keep a copy of all documentation submitted.
3. Disability documentation must clearly state the disability, how it affects the student in the learning environment, and recommendations for appropriate accommodations in an educational setting.
4. Documentation provided must be from an authorized physician, psychologist, psychiatrist or certified counselor on their professional letterhead.
5. Please understand your accommodations start when forms are completed and submitted, along with documentation. Accommodations are not retroactive.
6. During your appointment with Ms. Greenwood, you will receive a packet with information for you. You will need to complete the confidential disclosure form, documentation verification form, information form, and policies guideline form. These are to be completed and submitted, along with documentation.
7. The instructors will be sent an accommodation letter each semester after drop/add. Your file must complete before your instructors are sent an accommodation letter.

The Disability Services Office is located in building A – room 170 (DeKalb Campus). For the Newton and South DeKalb Campus, please contact the Disability Office at [greenwop@gptc.edu](mailto:greenwop@gptc.edu) or 404/297-9522 ext 1155.

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**GEORGIA  
PIEDMONT**  
TECHNICAL COLLEGE

## Statement of Equal Opportunity

The Technical College System of Georgia and GPTC do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all TCSG and technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA), Title I financed programs, educational programs and activities including admissions, scholarships and loans, student life and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veteran's Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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**ADA/SECTION 504 GRIEVANCE FORM**

Date \_\_\_\_\_

**STATEMENT OF EQUAL OPPORTUNITY**

Georgia Piedmont Technical College is committed to the concept of an open door policy and equal educational opportunity. The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other System and Technical College-administered programs. It also encompasses the employment of personnel and contracting for goods, and services.

The System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The ADA/Section 504 Coordinator is Candice Buckley, Dean of Student Affairs, Georgia Piedmont Technical College, Building A, Room 103, 495 North Indian Creek Drive, Clarkston, GA 30021, (404) 297-9522, ext. 1111. Grievance procedures providing for resolution in regard to students with disabilities may be obtained from the ADA/Section 504 Coordinator at the Clarkston Campus.

*(Reference: GPTC Student Handbook, Statement of Equal Opportunity, Unlawful Harassment and Discrimination Procedure)*

**Student Name** \_\_\_\_\_

**Student ID#** \_\_\_\_\_

**Telephone** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**GPTC Email** \_\_\_\_\_

**Program** \_\_\_\_\_

**School** \_\_\_\_\_

**Course** \_\_\_\_\_

**Faculty** \_\_\_\_\_

**Date of Incident** \_\_\_\_\_

**Brief Description of Incident:**

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

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

# Georgia Resource List

## Centers for Evaluations

1. Regents Center for Learning Disorders – 404/412-6245  
[www.rcld.uga.edu/disability](http://www.rcld.uga.edu/disability)
2. Ga. Center for Assessment – [gca.coe.uga.edu/](http://gca.coe.uga.edu/)

## Centers for Visually Impaired

1. Center for Visually Impaired – 404/875-9011  
[www.cviga.org](http://www.cviga.org)
2. American Foundation for the Blind – 212/502-7612  
[cbroyles@afb.net](mailto:cbroyles@afb.net)
  - Children and adults with attention deficit hyperactivity disorder  
[www.chadd.org](http://www.chadd.org)
    - Department of Veteran Affairs – [www.va.gov](http://www.va.gov)
    - Disability Resources – [www.disabilityresources.georgia.html](http://www.disabilityresources.georgia.html)
  - Georgia Center for Hearing Impaired – 404/381-8447  
[www.gcdhh.org](http://www.gcdhh.org)
  - Georgia Commission for Deaf/Hard of Hearing  
[www.dhs.gov.georgia.gov/](http://www.dhs.gov.georgia.gov/)
  - Georgia Crisis Center and Access Line – 1/800-715-4225
  - Georgia Department of Education Division – 404/656-3963  
[www.gadoe.org](http://www.gadoe.org)
  - Georgia Department of Labor – 404/232-3910  
<http://dol.georgia.gov>
  - Georgia Division of Rehabilitation Services – 404/232-1998  
[www.gvs.georgia.gov](http://www.gvs.georgia.gov)
  - Georgia Interpreting Services Network – 404/298-4882  
<http://www.gisn.org/>
  - Georgia Learning Resources Center  
229-546-4367/678-891-3630/706-865-2043  
[www.gadoe.gov](http://www.gadoe.gov)
  - Georgia Relay Service  
<http://www.georgia-relay.org>
  - Georgia State Services – 1/866-694-5824
  - Goodwill Industries – [www.goodwill.org](http://www.goodwill.org)
  - Helen Keller National Center – 404/766-9625  
<http://www/hknc.org>
  - Leukemia/Lymphoma Society of America – 404/720-7900
  - Marta Mobility Guide – [www.itsmarta.com/martamobility-guide](http://www.itsmarta.com/martamobility-guide)
  - National Center on Accessibility – [www.ncaonline.org](http://www.ncaonline.org)
  - Paralyzed Veteran of America – 800-424-8200 or 800-795-4327  
<http://www.pva.org>
  - Veterans Administration Medical Center – 404/321-6111 - [www.atlanta.va.gov/](http://www.atlanta.va.gov/)



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**CONFIDENTIAL DISCLOSURE STATEMENT**

**List Applicable Disability(ies)**

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I, \_\_\_\_\_, hereby authorize Georgia Piedmont Technical College to obtain documentation of the above stated disability(ies) and to contact and discuss this information with necessary Georgia Piedmont Staff and other applicable support agencies.

Signature

Date

I authorize Georgia Piedmont Technical College to release grades/GPA, demographic, registration, student identification number, academic progress status, and/or enrollment information per Family Educational Rights and Privacy Act (FERPA) of 1974.

Signature

Date

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**Rescind Authorization**

I, \_\_\_\_\_, hereby withdraw my authorization from Georgia Piedmont Technical College to release any information regarding this disclosure statement.

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# Disability Services Information

Disability Advisor: P. Greenwood

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ID#: \_\_\_\_\_

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

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

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\_\_\_\_\_

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

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

Semester you plan to enter: \_\_\_\_\_ Summer (01)  
\_\_\_\_\_ Fall (02)  
\_\_\_\_\_ Spring (03)

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Signature

Date

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# Disability Services Policies/Procedures

- Complete all paperwork required as outlined in the Disability Services Packet and submit to the Disability Services Office.
- Disability Documentation is not released from the Disability Services Office for any reason to a third party. Please retain copies of all copies submitted.
- Please discuss your accommodations with your instructor. An accommodation letter is sent to your instructor(s) each semester. You must contact the Disability Services Office each semester to continue services. This letter outlines the accommodations you are eligible for based on documentation submitted to the Disability Services Coordinator. This letter is sent after drop/add.
- Accommodations are not retroactive. Services begin when the forms are submitted, along with documentation.
- If the accommodations are not being met, make an appointment with your instructor to discuss your concerns. If this does not resolve the matter, make an appointment with the Disability Services Coordinator. Self-Advocacy is important.
- If you require testing accommodations based on your documentation, be sure these accommodations are in place before you begin testing. Do not take a test without accommodations. If you choose to do this, you have no recourse after the fact.
- Grievance procedures are outlined in the Student Handbook and the College Catalog.
- Students are responsible for being informed of all Georgia Piedmont Technical College policies and procedures. Read all publications released by Georgia Piedmont Technical College: Catalog, Handbook, Schedule of Classes, Campus Newsletter, etc.
- You are required to follow Georgia Piedmont Technical College rules and regulations as outlined in the Catalog and Student Handbook. A disability does not excuse or exempt any student from following the policies.
- If you need additional time on a test, or testing outside the classroom, and arrangements cannot be made with the instructor, contact Disability Services five working days before your test. If your instructor provides a test calendar, then use this schedule to arrange alternate testing for the semester.
- If you need any type of assistive device, it is your responsibility to contact the Disability Services Coordinator.
- If you are experiencing problems in a class(es), it is your responsibility to let your instructor and Disability Services Coordinator know. Keep in touch with your

instructor and the Disability Services Coordinator on a continual basis. Do not wait until you are having problems or failing to receive help. Be Proactive.

- Please call the Disability Services Coordinator and make an appointment if you need assistance.
- Be on time for appointments. Call ahead if you anticipate being late or need to cancel and reschedule.
- You have the choice to accept or decline accommodations. If you decline accommodations, you always have the right to change your decision. However, during the time that services are declined, the accommodations are not retroactive for this time. You must notify the Disability Services Coordinator of any changes in a timely manner.
- The Disability Services Coordinator does not advise on your program. You need to meet with your Program Advisor before or during registration to schedule classes.
- The Disability Services Coordinator will send a progress report to instructors. The Coordinator will send you an email with your grade. If your grade is a "C" or lower, you need to contact your instructor about improving your grade.
- You will be assigned a student e-mail account. Activate this account immediately. This is the primary tool used for communication at Georgia Piedmont Technical College. If you are having problems with your e-mail account, contact student support at 404/297-9522 ext. 5299.

Please sign below that you have read and understood this information. If you want a copy of this document for your record, please let me know.

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Signature

Date

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## Documentation for Disability Services

I \_\_\_\_\_ understand that documentation that verifies my disability, clarifies the areas of learning affected and states the adjustments recommended in the educational setting is needed to receive services from Disability Services. I understand I must be qualified for admission or participation in a program of study with or without a reasonable adjustment. I have received a copy of the Documentation Requirements for Disabilities and understand the requirements needed for services. I understand if proper documentation is not received within two semesters, I will not receive services until proper documentation is received to complete my file.

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Signature and Date

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