

Applicant Requests Accommodations

Reasonable Accommodation Process Approved for Enrollment

1 Begin Interactive Reasonable Accommodation Process - Pre-arrival Contact

- Review accommodation request/supporting documentation and contact the applicant to begin the interactive reasonable accommodation process. (See [Form 2-03](#) for more details).
- Document the contact and each accommodation discussed, whether accepted or rejected, on the **Reasonable Accommodation Request Form-Program**.

2 Develop Accommodation Plan

- Meet with the student when s/he arrives on center to discuss accommodations agreed upon during initial call/meeting and finalize an Accommodation Plan (AP).
- Ensure completion of the **Reasonable Accommodation Request Form-Program**, including student and DC signatures.
- Enter the agreed upon accommodations into the CIS Accommodation Plan entry screen.
- Print the student's AP. Both the student and the DC should sign the student's AP.
- Provide the student a copy of AP.**

3 Enter the Student's Disability(ies) into the CIS Disability Data Collection



4 Document the Process

Notes documenting the reasonable accommodation process should be entered into the **CIS**

Accommodation Notes Tab and should include:

- Initial accommodation call and/or meeting with applicant or student
- Any subsequent meetings with applicant or student regarding accommodations
- Any updates to the AP
- Accommodation effectiveness reviews which includes feedback from student and staff working with students about effectiveness of plan
- Documentation of the referral process, if applicable
- Request for accommodations for certification/HSE exams
- Coordination with partnering agencies

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5 Notify Staff of AP

6 Create the Accommodation File (AF)

7 Ensure Accommodation Effectiveness

8 Send AF to Records

5 Notify Staff of AP

E-mail notification should be sent to all staff, at least bi-weekly, with a list of students with APs. This list should indicate which plans are new APs and which plans are updated.

Requesting a Reasonable ACCOMMODATION



6 Create the Accommodations File (AF)

The file should be stored in a secured area and contain the following:

- Documentation of Disability (medical documentation is stored in **Student Health Record**)
- Job Corps Reasonable Accommodation Request Form-Program**
- Signed AP
- Accommodation Effectiveness Review documentation
- Initial contact call and/or meeting notes
- Referral documentation, as appropriate

7 Ensure Accommodation Effectiveness

The effectiveness of a student's AP will be evaluated (student and staff feedback) and documented (student's AF and information CIS Accommodation Notes tab) as part of student performance panels at least every 60 days.

8 Send AF to Records

Once the student separates, the student's AF should be sealed in an envelope and sent to the Records Manager.