

## **JOB CORPS REASONABLE ACCOMMODATION REQUEST FORM**

If you are a person with a disability, you may request accommodations (changes in the way things are done, or other types of help) to assist you in successfully participating in the Job Corps program. If you ever,

- Had an IEP or 504 plan in school
- Had special education support
- Had extra supports or pullout classes in school
- Were given extra time to complete assignments or tests in school
- Got help in a resource room in high school
- Were allowed extra time to get to and from class
- Received any adjustments to the scheduled school day for appointments or because of side effects of medication
- Were/are a client of Vocational Rehabilitation or a related program
- Receive Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI)

you **may** be qualified to receive reasonable accommodation.

If you are worried about talking about your disability, it is important to understand that Job Corps upholds strict policies on confidentiality which means this information will only be shared with those who need to know. The main reason for you telling us about your disability is so you can get the support you need to participate effectively/successfully while enrolled in the Job Corps program.

Students with disabilities attend all the same classes and participate in all of the same programs as students without disabilities. In high school, you may have gone to a separate resource room for instruction if you received special education services. In Job Corps you will attend the same classes as all other students.

Depending on your disability and the type of accommodation you are asking for, we may ask you to provide documentation about your disability and how it affects you so we can determine your need for reasonable accommodation. Each center has a Disability Coordinator who can assist you with the accommodation process.

If you indicate that you would like accommodations, would like to discuss accommodations with the center disability coordinator or provide information indicating that accommodations may be necessary, the center disability coordinator will contact you to talk about the need for accommodation.

You are not required to have an accommodation plan. Should you choose to have an accommodation plan, you will work jointly with the center Disability Coordinator to develop one. If we cannot provide you with an accommodation you have asked for because it is unreasonable, we will explain why, and we will offer you at least one alternative accommodation.

September 24, 2010

Your Admission's Counselor or the Center Disability Coordinator (if you are requesting accommodation after arrival on center) will guide you through completion of this form.

### SECTION A—APPLICANT/STUDENT

<b>Name:</b>	
<b>Address:</b>	
<b>Contact Information (include all phone numbers and e-mail addresses):</b>	

I would like to request accommodations to participate in the Job Corps program. **Please list the accommodations requested:**

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I think I may need an accommodation, but I am not sure what I will need. I would like to talk directly with the center disability coordinator about my accommodation needs.

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**Applicant/Student Signature**

**Date**

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**Parent/Guardian Signature**

**Date**

*The Admission's Counselor should forward the center this form and related documentation in the sealed envelope containing health/disability information.*

### SECTION B—DISABILITY COORDINATOR

I have met with the applicant/student  by telephone  in person to discuss his/her accommodation needs.

At this time the applicant/student

has an accommodation plan.

- does not wish to receive accommodations. The applicant/student has been informed that he/she may request reasonable accommodation at any time.
- and the center cannot agree to an accommodation plan. Alternative accommodations have been offered and rejected and all documentation related to the accommodation process is being sent to the Regional Office for review. This documentation includes information on the accommodation requested, alternate offered and reasoning, and reason for applicant rejection of alternate accommodation.

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**Disability Coordinator Signature**

**Date**

**SECTION C–APPLICANT/STUDENT**

I have met with the Disability Coordinator to discuss my accommodation needs. At this time

- we have agreed to an accommodation plan.
- I do not wish to receive accommodations. I understand that I may request reasonable accommodation at any time.
- we cannot agree to an accommodation plan and I do not accept the alternative accommodations offered. I understand all documentation related to my accommodation process is being sent to the Regional Office for review.

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**Applicant/Student Signature**

**Date**

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**Parent/Guardian Signature**

**Date**

*The original of the document should be stored in the student's personnel file. If the applicant has an accommodation plan, a copy should be stored in the accommodation file.*