



Accommodation Plan Northwest Technical College Learning Services Center

Learner: _____ Tech ID: _____

Semester: Fall Spring Summer Year: _____

Class	Instructor	Day/Time	Credits

Starting Date: _____

Ending Date: _____

Classroom/Assignment Accommodations

- _____ Course Assignment Sheet
- _____ Front Row Seating
- _____ Note Taker
- _____ Tape Recorded Lecture
- _____ E-file Textbook
- _____ Interpreter
- _____ Wheelchair Accommodations: _____
- _____ Room Accommodations _____
- _____ Adaptive Equipment _____
- _____ Other _____

Testing Accommodations

- _____ Written Exams take in Learning Services Center
- _____ Extended Test Time _____ Time & A Half _____ Double Time
- _____ Test Reader in the Learning Services Center
- _____ Test Writer in the Learning Services Center
- _____ Test Print Enlarged: Font Size _____
- _____ Test on Colored Paper: Color _____
- _____ Other _____

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 03/11/08 3:53 PM
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It is the goal of the Learning Services Center to provide these services in a cooperative effort. Please feel free to ask questions at anytime.

If the learner tests in the Learning Services Center, the learner is responsible for reminding the instructor the day before the test of the testing accommodation. The instructor is asked to bring the test to the Learning Services Center. It will be kept in a file until test time. After the test, either the director or lab assistants will return the test to the instructor. If there is an accommodation of a test reader, please include a copy of the test for the reader too.

Please notify the Learning Center if the if the learner is repeatedly absent.

We appreciate your cooperation and confidentiality in ensuring equal educational opportunities and physical access for all our learners. This is their right under the ADA (Americans with Disabilities Act).

- We agree to the accommodations stated in this Accommodation Plan.

Learner: _____ Date: _____

Learning Services Director _____ Date: _____

- I choose not to participate in disability services at this time.

Learner: _____ Date: _____

****Reminder:** Tutoring is a service available to ALL students. Further information about tutoring is available in the Learning Services Center.

Upon request this document can be made available in alternate formats.

NTC is an equal opportunity educator/employer

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