

Americans with Disabilities Act (ADA) Policy

In keeping with its mission – Technology & Education Community Development Education is committed to the full access and inclusion of all qualified students and its program. Disability & Learning Services are coordinated to provide reasonable and appropriate accommodations for students with documented disabilities, in accordance with Section 508 of the Rehabilitation Act of 1973 (504) and the Americans with Disabilities Act of 1990 (ADA). If you are an individual with a documented disability, you may be eligible for accommodation. To be considered for accommodations students need to contact information services to schedule an appointment and submit proper documentation.

Any student with a documented learning, physical or mental disability who feels their disability may impact academic success may be qualified to receive accommodation. **Students needing academic adjustments are required to contact information services at info@tecode.org no later than the end of the first week of the course for which you are seeking accommodation.** All discussions will remain confidential. Should an issue arise mid-semester, students should contact Information Services as soon as possible.

Disabilities & Learning Information Services Office is located in Student Services, 200 E. Commercial ST. St. 3. Sanford, FL 32771 Information Services, can be reached by email at info@tecode.org

Steps to Receiving Accommodations

1. Submit an ADA Accommodation Request email to Information Services. Title subject email: ADA Request_Last Name_First Name
2. Submit appropriate documentation (see Documentation Guidelines below)
3. Make an appointment with Information Services no later than the second Friday of the semester to guaranteed accommodations to review and discuss accommodations
4. Implementation of Accommodations
5. Continued communication with Information Services concerning requested accommodations for each course enrollment.

Documentation Requirements*

1. Documentation must be completed by a qualified professional to assess and determine disability (i.e. psychiatrist, psychologist, doctor)
2. Documentation must be no more than 5 years old
3. Documentation must adequately describe the disability that could prevent academic success, and provide recommendations for accommodations. K-12 IEPs can be accepted as documentation for students enrolled in courses open for K-12th grade.