Policy for Students and Applicants with Disabilities

It is the policy and practice of Perry Technical Institute to comply with the Americans with Disabilities Act, and other federal state and local requirements regarding students and applicants with disabilities. Under these laws, no qualified individual with a disability shall be denied access to or participation in services, programs and activities of Perry Technical Institute.

General Statement:
In carrying out the policy regarding students and applicants with disabilities, we recognize that disabilities include mobility, sensory, health, psychological and learning disabilities, and we make efforts to provide reasonable accommodations to these disabilities to the extent it is readily achievable to do so. We are unable to make accommodations that are unduly burdensome or that fundamentally alter the nature of the program. While our legal obligation relates to disabilities of a substantial and long term nature, it is our practice to also provide accommodations, when possible, to temporary disabilities such as a broken leg and for pregnancy.

Enrollment:
Waiver of the entrance examination is unlikely to be granted except in extremely unusual circumstances. If the applicant wishes to have the disability considered as a factor, it will be necessary for the applicant to provide appropriate documentation of the disability.

Applicants are not required to indicate on the application whether they have a disability. However, applicants who wish to have their disabilities considered as factors in the enrollment process and/or in the program course, must identify the disability and provide an explanation of why a disability is a factor at the time of application. If the applicant wishes the disability to be considered as a factor, it will be necessary for the applicant to provide appropriate documentation of the disability. See Appendix A for information relating to documentation requirements and payment for documentation.

Identifying the need for accommodations:
Students with disabilities who require accommodations must make those needs known to an Enrollment Specialist as soon as possible. It is the responsibility of the student to make these needs known in a timely fashion and to provide appropriate documentation and evaluations in appropriate cases. See Appendix A for information regarding documentation requirements and payment for such documentation.

Accommodations:
Perry Technical Institute will make reasonable accommodations to documented disabilities. Such accommodation will not be provided if they fundamentally alter the nature of the program or if they would be unduly burdensome either financially or administratively. Students requesting accommodations should identify their needs as early as possible to the Enrollment
Specialist. The Dean of Education will meet with the student to develop an appropriate accommodation plan.

**Obligations of Perry Technical Institute**

Perry Technical Institute shall:

- Comply with Section 202 of the Americans with Disabilities Act of 1990, as presently enacted or hereinafter amended.
- Notify students of the policy of nondiscrimination on the basis of disability and of steps the student may take if he/she believes discrimination has taken place. This notice shall include the phone numbers of the United States Department of Education, U.S. Office of Civil Rights, and the Washington State Human Rights Commission.
- Work with the student, faculty and staff on a case-by-case basis, to select and provide those accommodations/core services appropriate for each qualified student with a disability.
- Work in collaboration with eligible students to determine what accommodations are reasonable and appropriate.
- Maintain the academic integrity of its programs.
Appendix A
Documentation Policy

Verification of Physical Disabilities

A student with a physical disability must provide professional verification certified by a licensed physician, psychologist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, occupational therapist or other professional health care provider who is qualified in the diagnosis of the disability. The verification must reflect the student’s present level of functioning of the major life activity affected by the disability. The student shall provide the verification documentation to the Dean of Education. The cost of obtaining the professional verification shall be the student’s responsibility.

If the initial verification is incomplete or inadequate to determine the present extent of the disability and appropriate accommodations, the school shall have the discretion to require supplemental assessment of a physical disability, the cost of the supplemental assessment shall be the responsibility of the student. If the school requires an additional assessment for the purpose of obtaining a second professional opinion the school shall bear any cost not covered by any third party payer.

Verification of Learning Disability

A student with a learning disability must provide professional testing and evaluation results which reflect the individual’s present level of processing information and present achievement level. The cost of obtaining the professional verification shall be the student’s responsibility.

The four criteria necessary to establish a student’s eligibility for learning disability adjustments or accommodations are: (1) average or above intelligence as measured by a standardized intelligence test which includes assessment of verbal and non-verbal abilities; (2) the presence of a cognitive-achievement discrepancy or an intracognitive discrepancy indicated by a score on a standardized test of achievement which is 1.5 standard deviations or more below the level corresponding to a student’s sub-scale or full-scale IQ; (3) the presence of disorders in cognitive or sensory processing such as those related to memory, language, or attention; and (4) an absence of other primary casual factors leading to achievement below expectations such as visual or auditory disabilities, emotional or behavioral disorders, a lack of opportunity to learn due to cultural or socio-economic circumstances, or deficiencies in intellectual ability.

Documentation verifying the learning disability must:

(A) Be prepared by a professional qualified to diagnose a learning disability, including but not limited to a licensed physician, learning disability specialist, or psychologist;

(B) Include the testing procedures followed, the instruments used to assess the disability, the test results, and a written interpretation of the test results by the professional;

(C) Reflect the individual’s present level of functioning in the achievement areas
of: reading comprehension, reading rate, written expression, writing mechanics and vocabulary, writing, grammar, and spelling; and

(D) Reflect the individual’s present level of functioning in the areas of intelligence and processing skills.

The assessment must provide data to support the request for any academic adjustment. In the event that a student requests an academic or accommodation that is not supported by the data in the assessment, or if the initial verification is incomplete or inadequate to determine the extent of the disability, then it is incumbent on the student to obtain supplement testing or assessment at the student’s expense.

If Perry Technical Institute requires an additional assessment for purposes of obtaining a second professional opinion then Perry Technical Institute shall bear any cost not covered by any third party payer.

**Verification of Temporary Disability**

Students seeking accommodations on the basis of a temporary disability must provide documentation verifying the nature of the condition, stating the expected duration of the condition, and describing the accommodations deemed necessary. Such verification must be provided by a professional health care provider who is qualified in the diagnosis of such conditions. The assessment of verification of disability must reflect the student’s current level of disability, and shall be no older than 60 days. The cost of obtaining the professional verification shall be the responsibility of the student.

If the initial verification is incomplete or inadequate to determine the extent of the disability and appropriate accommodations the Institute shall have the discretion to require supplemental assessment of a temporary disability. The cost of the supplemental assessment shall be the responsibility of the student. If the Institute requires an additional assessment for purposes of obtaining a second professional opinion the Institute shall bear the cost.