



Application for Accommodation

Leah Murphy 324-5061 ext. 118
Accommodations Contact Person

Northwest Iowa Community College is committed to ensuring equal access and opportunity to qualified students with documented disabilities. The accommodations contact person (Leah Murphy) serves as a liaison for any student with a disability attending NCC. She provides information, coordinates accommodation requests, referral and support. She is also available as a liaison in student-faculty situations.

Accommodations are based on the unique needs of each student with a disability.

Accommodations may include:

Extended Time
Interpreter or Reader
Note taker

Barrier removal
Preferential seating

Tutoring
Distraction free environment

These accommodations are intended to help enable student with disabilities meet the academic requirements through an alternative path, **with NO reduction in standards.**

It is the responsibility of the student to initiate a request for accommodations. It is extremely important for students to contact the accommodations contact person as early as possible to arrange for their accommodations. Students who request accommodations must complete the accommodations paperwork process. This consists of:

1. filling out and returning this application,
2. signing a release of information form,
3. providing documentation of disability(ies) from a qualified professional person/organization (e.g. physician, psychiatrist, psychologist, Veteran’s Administration, Rehabilitations Counselor, clinic, etc.), and
4. meeting with the accommodations contact person to develop an accommodations plan.

Completed accommodations requests are evaluated as quickly as possible and put into place in a timely manner. **Students must request accommodations every semester by meeting with accommodations contact person.**

The purpose of this form is to gather information about your educational and support needs while you are a student at NCC. It is your responsibility to provide current professional evidence documenting your disability; such documentation must verify your need for the specific accommodation requested. Please contact Leah Murphy at earliest convenience to ensure coordination of your accommodation(s).

General Information

Today’s Date

Social Security Number

Applicant’s Name

Applicant’s Street Address

City, State, Zip

Phone Number

Program of Study

Month/Year Entering Program

Please explain how your disability affects, limits or impacts you as a student:

Describe the nature of your special needs: _____

Specify the nature of the requested accommodation(s), including any equipment, aids or services:

If you are working with other agencies, please list them and a contact person if know (i.e. Department of Vocational Rehabilitation Services):

Please submit current professional evidence documenting your disability, such documentation must verify the specific accommodation requested.

I am requesting accommodations to compensate for my disability and to assist me in meeting educational requirements.

I give permission to discuss my accommodation information with Northwest Iowa Community College professors, administration, and necessary staff person to establish accommodation procedures. This is for educational purposes only.

Northwest Iowa Community College has my permission to contact my pervious disability services or education provider(s) for information relative to accommodating my educational needs.

I understand that acceptable documentation of my disability must be on file before an accommodation can be made and that the documentation **MUST VERIFY YOUR NEED FOR THE REQUESTED SUPPORT.**

Signature of Applicant _____
Date

A meeting with Leah Murphy should be scheduled at your earliest convenience as the next step in your process.

Office Use Only

First Contact _____ Date received _____ received by _____
Appointment date/time w/ Counselor _____

AUTHORIZATION & REQUEST FOR RELEASE OF RECORDS

To: _____ Date: _____

I, _____, authorize the Accommodations
(printed name)

Contact Person at Northwest Iowa Community College to receive a copy of my previous special education, medical, or other records. The purpose of the request is to determine eligibility for accommodations.

The records/report(s) should include the following:

1. A diagnosis of the disability/need;
2. Description on how disability/need impacts major life functioning t the current time;
3. Suggested accommodation for the student in a college setting;
4. Other special information as applicable.

Student Signature

Date

Please send a copy of these records to:

Leah Murphy
Northwest Iowa Community College
603 West Park Street
Sheldon, IA 51201
1-800-352-4907 ext 118