

Georgia Piedmont Technical College

Documentation Requirements for Disabilities

All disabilities that affect learning and/or that necessitate a physical alteration will require medical or psychological documentation that verifies the disability, clarifies the areas of learning affected and states the academic adjustments recommended by the physician or other qualified professional as appropriate in the educational setting. In addition to documentation, a disabled student must be otherwise qualified for admission to or participation in a program of study with or without a reasonable adjustment. A qualified individual with a disability is one who meets the essential eligibility requirements for the program or activity offered by the public entity. The following are diagnostic documentation requirements by disability:

Learning Disabilities

- Psychological Evaluation or an Adult normed assessment signed by a physician or other qualified individual with the credentials to make the diagnosis.
- Specific learning disability must be diagnosed and stated.
- Individually administered intelligence test.
- Oral language skills, social and emotional status, specific academic deficits, including information processing assessed.
- Achievement assessment: math, reading, written language skills.
- Assessed using appropriate age norms.
- Suggestions on possible adjustments in educational setting.

ADD/ADHD

- Medical and/or Psychological Evaluation or an Adult normed assessment written on letterhead and signed by an individual with the credentials to make the diagnosis.
- ADD/ADHD must be diagnosed and stated.
- Clear evidence/documentation of interference with developmentally appropriate academic, social, or vocational functioning.
- Schizophrenia, borderline personality disorder, autism or mental retardation not the primary disability.
- Suggestions on possible accommodations in educational setting.

Brain Injuries

- Medical and/or Psychological Evaluation signed by the specialist and written on letterhead detailing the impact of the limitations on ability to participate in post-secondary education.
- Current assessment using adult norms of cognitive and psychological strengths and limitations, readiness to participate, and preferred learning style from a Neurologist or other appropriate medical specialist.
- Evidence that impairment substantially limits one or more major life activities.
- Suggestions on possible adjustments in educational setting.

Visual, Hearing, Health, and Mobility Impairments

- Medical Documentation written on letterhead and signed by an individual with the credentials to make the diagnosis.
- Include the specific diagnosis for visual/hearing/health/mobility impairment and attach any test results that measures limitations on learning.
- Report should include any medications or aids used by student, including effects these have on the learning limitations.
- Suggestions on possible adjustments in educational setting.

Psychological Disorders

- Medical and/or Psychological Evaluation written on letterhead of diagnostician and signed by individual with credentials to make diagnosis.
- DSM-IV diagnosis/date of diagnosis with Psychological Disorder stated.
- Assessment procedures used to make diagnosis and attach any tests used to measure learning limitations.
- Major symptoms currently being manifested and date of last visit.
- Level of symptom severity (Global Assessment of Functioning) and what is treatment plan and prognosis.
- Report should include current medications student is taking and the impact it has on learning.
- Suggestions on possible adjustments in educational setting.

As set forth in its catalog, Georgia Piedmont Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, age or disability, political affiliation or belief, genetic information, veteran's status or citizenship status (except in those special circumstances permitted or mandated by law). Contact Lisa Peters, the ADA /504 Coordinator at 404/297-9522 ext. 1154, ADA504 Coordinator@gptc.edu or at the main campus, 495 N. Indian Creek Drive, Clarkston, Ga. 30021 Room A-170: or Debra Gordon the Title IX Coordinator, at 404-297-9522 ext. 1176, TitleIXCoordinator@gptc.edu or at the main campus DeKalb Campus, 495 North Indian Creek Drive, Clarkston GA. Clarkston, Ga. 30021 Room A-103 for assistance.

Academic Adjustment Guidelines

1. Make an appointment with the disability services advisor, Paula Greenwood, at 404/297-9522, ext. 1155.
2. Provide documentation of disability. Keep a copy of all documentation submitted.
3. Disability documentation must clearly state the disability, effects on learning, and recommendations for appropriate adjustments in an educational setting.
4. Documentation provided must be from an authorized physician, psychologist, psychiatrist or certified counselor on their professional letterhead.
5. During the initial appointment with Ms. Greenwood, the following paperwork will be given to the student:
 - Documentation Requirements for Disabilities
 - Academic Adjustment Guidelines
 - Statement of Equal Opportunity
 - ADA/504 Grievance Form
 - Resource List
 - Confidential Disclosure Statement*
 - Information Form*
 - Disability Services Policies and Procedures*
 - Documentation for Disability Services Statement*
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The paperwork above marked with an asterick (*) must be completed and submitted to the Disability Services Office, before services are initiated. All other forms are for the student 's records.

6. To insure uninterrupted adjustment services contact the Disability Services Advisor once registration is complete.
7. The student's instructors will be notified each semester concerning requested classroom adjustments. ***This information is forwarded to instructors after drop/add.*** Instructors will not be notified if you have not contacted Disability Services with your registration.

It is the student's responsibility to discuss changes, concerns or questions about adjustments with their instructor(s) and with the Disability Services Advisor.

The Disability Services Office is located in building A - Room 170 (DeKalb Campus). For the Newton Campus, please call for an appointment. Please make an appointment by contacting the Disability Services office at greenwop@gptc.edu or 404-297-9522, ext. 1155.

This office is committed to serve each student on an individual basis and to provide the most effective and appropriate accommodations possible.

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Statement of Equal Opportunity

The Technical College System of Georgia and GPTC do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veteran's Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

TCSG and GPTC promote the full realization of equal opportunity through affirmative and continuing practices. TCSG and GPTC have Affirmative Action Plans based on federal guidelines to ensure compliance with applicable mandates. TCSG and GPTC report and monitor Affirmative Action Plan data as directed by federal compliance guidelines.

Georgia Piedmont Technical College does not discriminate on the basis of race, color, national origin, gender, age or disability. Title IX Coordinator: Debra Gordon, Room 103A, 495 N. Indian Creek Drive, Clarkston GA (404) 297-9522 ext. 1176 Section 504 Coordinator: Lisa Peters, Room 170E, 495 N. Indian Creek Drive, Clarkston GA (404) 297-9522 ext 1154



ADA/SECTION 504 GRIEVANCE FORM

Date _____

STATEMENT OF EQUAL OPPORTUNITY

Georgia Piedmont Technical College is committed to the concept of an open door policy and equal educational opportunity. The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic and other System and Technical College-administered programs. It also encompasses the employment of personnel and contracting for goods, and services.

The System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The ADA/Section 504 Coordinator is Lisa Peters, Director of Special Services, Georgia Piedmont Technical College, Building A, Room 170, 495 North Indian Creek Drive, Clarkston, GA 30021, (404) 297-9522, ext. 1154. Grievance procedures providing for resolution in regard to students with disabilities may be obtained from the ADA/Section 504 Coordinator at the Clarkston Campus.

(Reference: GPTC Student Handbook, *Statement of Equal Opportunity*, *Unlawful Harassment and Discrimination Procedure*)

Student Name _____

Student ID# _____

Telephone (____) _____ - _____

GPTC Email _____

Program _____

Division _____

Course _____

Faculty _____

Date of Incident _____

Brief Description of Incident: _____

Student Signature: _____

Date: _____

Georgia Resource List

Center for Evaluations

1. **RCLD at Georgia State**
140 Decatur Street – 10th floor, Suite 1053
Atlanta, Ga. 30302
404-413-6245
2. **UGA (University of Georgia)**
706-542-4589 – contact Tasha
Email: www.reld@uga.edu

Center For Visually Impaired – 404/875-9011

<http://www.cviga.org>

CVI Programs:

1. Florence Maxwell Low Vision Clinic
2. New View Adult Rehabilitation Services
3. Stars Program
4. Begin Program
5. Infolink

Children and adults with attention deficit hyperactivity disorder

www.chadd.org

Department of Veteran Affairs

<http://www.va.gov>

Disability Resources

<http://www.disabilityresources.org/georgia.html>

This links people in need with a disability to state services and agencies in their community.

Division of Mental Health Developmental Disabilities and Addictive Diseases

800-241-3175 – 24 hour service – 404-892-4646

Georgia Council for the Hearing Impaired, Inc

404-292-5312 or 800-541-0710 VTTY

<http://www.gachi.org>

This agency offers statewide services to the deaf, hear of hearing, late deafened, deaf-blind and other individuals or groups who interact with them.

Georgia Crisis Center and Access Line

800-715-4225

**Georgia Department of Education Division for Exceptional Students
404-656-3963**

<http://www.doe.k12.ga.us>

This program provides consultations, assistive technology, printed material, training and workshops for children with disabilities.

**Georgia Department of Labor
404-232-3910**

<http://www.vocrehabga.org>

**Georgia Division of Rehabilitation Services
404-780-6835 or 866-489-0056**

rehab@dol.state.ga.us

<http://www.disves.uga.edu>

Vocational Rehabilitation provides a wide range of services to help individuals with disabilities prepare for the work place.

**Georgia Interpreting Services Network
404-298-4882**

<http://www.gisn.org/>

**Georgia Learning Resources
770-432-2404 ext. 247**

<http://www.gls.org>

**Georgia Relay Service
Speech-to-Speech – 888-202-4082
Voice – 800-255-0135 dial 711
Client number – 800-255-0056
<http://www.georgia-relay.org>**

**Georgia State Services
1-800-georgia – 678-436-7442 or 800-436-7442**

This is a hotline for Georgians seeking state services and do not know who to call.

**Goodwill Industries
www.goodwill.org**

**Helen Keller National Center
404 – 766-9625
<http://www.hknc.org>**

This organization offers rehabilitation and training to individuals who are deaf-blind.

Hobbies and Activities for Special Needs

Home Organization for Newly Disabled Seniors

Learning Disabilities Association of Georgia

404-720-7900

<http://www.idag.org>

Legal Guide for Newly Disabled Seniors

Leukemia & Lymphoma Society of America

404/720-7900 – Information Resource – 800/955-4572

Marta-L Van Service

404-848-4037

Milestone Post Secondary Vocational Program – Partnership with Georgia

Vocational Rehabilitation Agency

770-255-9552

National Center on Accessibility

www.ncaonline.org

National Mental Health Organization

www.nmha.org

Paralyzed Veteran of America

800-424-8200 or 800-795-4327

<http://www.pva.org>

Planning for the Future for Seniors with Special Needs

Resources for Traveling with Disabilities

Should They Stay or Should They Go: Selling a Home with Modifications

Teaching the Art of Cooking to People with Disabilities

Tools – Webinars/Handouts

[http://www.gatfl.gatech.edu/tflwiki/index.php?title=Webinar Archives](http://www.gatfl.gatech.edu/tflwiki/index.php?title=Webinar%20Archives)

Veterans Administration Medical Center

404-321-6111

Wheelchairs Gateways – 800/554-6893 – 770-457-9851

<http://www.Wheelchairgetaways.Com>/www.idag.Org



CONFIDENTIAL DISCLOSURE STATEMENT

List Applicable Disability(ies):

I, _____, hereby authorize Georgia Piedmont Technical College to obtain documentation of the above stated disability(ies) and to contact and discuss this information with necessary Georgia Piedmont Staff and other applicable support agencies.

Signature **Date**

I authorize Georgia Piedmont Technical College to release grades/GPA, demographic, registration, student identification number, academic progress status, and /or enrollment information per Family Educational Rights and Privacy Act (FERPA) of 1974.

Signature **Date**

Rescind Authorization

I, _____, hereby withdraw my authorization from Georgia Piedmont Technical College to release any information regarding this disclosure statement.

DISABILITY SERVICES INFORMATION

Disability Advisor: P. Greenwood

ID# _____

Name _____

Address _____

Phone _____

Email _____

Semester you plan to enter: ____ **Summer (01)**

____ **Fall (02)**

____ **Spring (03)**

Signature

Date

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DISABILITY SERVICES POLICIES/PROCEDURES

- **Complete all paperwork required as outlined in the Disability Services Packet and submit to the Disability Services Office.**
- **Disability Documentation is not released from the Disability Services Office for any reason. Please retain copies of all documents submitted.**
- **Talk to your instructors about specific needs. An academic adjustment letter is sent to your instructor(s) each semester. You have to contact the Special Services Office each semester to receive services. This letter outlines the adjustments you are eligible for based on the documentation submitted to the Disability Services Advisor. This letter is sent after drop/add.**
- **If academic adjustments are not being met, make an appointment with your instructor to discuss your concerns. If this does not resolve the matter, make an appointment with the Disability Services Advisor. Self-Advocacy is Important!**
- **If you require testing adjustments, based on your documentation, be sure these adjustments are in place before you begin testing. Do not take a test without adjustments. If you choose to do this, you have no recourse after the fact.**
- **Grievance procedures are outlined in the Student Handbook and the College Catalog.**
- **Students are responsible for being informed of ALL Georgia Piedmont Technical College policies and procedures. READ all publications released by Georgia Piedmont Technical College: Catalog, Student Handbook, Schedule of Classes, Campus Newsletters, etc.**
- **You are required to follow Georgia Piedmont Technical College rules and regulations as outlined in the Catalog and Student Handbook. A disability does not excuse or exempt any student from following these policies.**
- **If you need additional time on a test, or testing outside the classroom, and arrangements cannot be made with the instructor, contact Disability Services 5 working days before your test. If your instructor provides a test calendar then use this schedule to arrange alternate testing for the term.**
- **If you need any type of assistive device it is your responsibility to coordinate with the Disability Services Advisor.**
- **If you are experiencing problems in a class(es), it is your responsibility to let your instructor and the Disability Services Advisor know. Keep in touch with your instructor(s) and the Disability Services Advisor on a continual basis. Do not wait until you are having problems or failing to get help. Be Proactive.**
- **Please call the Disability Services Advisor and make an appointment if you need assistance.**
- **Be on time for appointments. Call ahead if you anticipate being late or need to cancel and reschedule. For initial appointments, a 10-minute grace period is given. For all other appointments, there is no grace period.**

- **If you are not currently registered to vote, you may register through the Disability Services Office. Please make an appointment.**
- **You have the choice to accept or decline academic adjustments. If you decline academic adjustments, you always have the right to change your decision. However, during the time that services are declined, you have no recourse. You must notify the Disability Services Advisor of any changes in a timely manner.**
- **VERY IMPORTANT!! The Disability Services Advisor does not advise you on academic issues. Academic advisement is handled by your Program Advisor before or during registration. Make an appointment to discuss class scheduling.**
- **The Disability Services Office will send a mid-term progress report to instructors. You will be contacted by this office, via your student e-mail, if you have a “C” or lower. If contacted, you are expected to respond by making an appointment with your instructor and the Disability Services Advisor.**
- **VERY IMPORTANT!! You will be assigned a student e-mail account. Activate this account immediately. This is the primary communication tool used by Disability Services. You will receive information from the Registrar and Disability Services via your student e-mail. Disability Services sends a semester update letter, as well as other need-to-know items to this e-mail. You are expected to read and respond, when appropriate, to these e-mails. If you are having trouble with your e-mail account, contact student support, at 404/297-9522, ext. 5399.**

Please sign below that you have read and understand this information. You will get a copy of this signed document to keep with your personal records. Please refer to it as necessary.

Signature

Date



DOCUMENTATION FOR DISABILITY SERVICES

I _____ understand that documentation that verifies my disability, clarifies the areas of learning affected and states the adjustments recommended in the educational setting is needed to receive services from Disability Services. I understand I must be qualified for admission or participation in a program of study with or without a reasonable adjustment. I have received a copy of the Documentation Requirements for Disabilities and understand the requirements needed for services. I understand if proper documentation is not received within two semesters, I will not receive services until proper documentation is received to complete my file.

Signature and Date

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