

Accommodations for Hearing, Vision, Speech Impaired Visitors

Process for requesting accommodations

The process for requesting accommodations is as follows:

- (1) Requests for accommodations under this policy may be presented on a form or in another written format. Requests must be forwarded to the respective school site administration office or district office within the time frame provided in (3).
- (2) Requests for accommodations must include a description of the accommodation sought: sign language interpreter, auxiliary aid, or other service needed for effective communication, along with a statement of the impairment that necessitates the accommodation. The request must also include the applicant's contact information, date of the request, date, time, & location of event. The district may, as necessary, require the applicant to provide additional information about the impairment such as the individual's normal method(s) of communication.
- (3) Requests for accommodations must be made as far in advance as possible, and in order for the district to properly provide the accommodation, the request should be made no fewer than 8 business days before the requested implementation date. If a request is made with fewer than 8 business days' notice, the district may or may not be able to provide the requested accommodation.