



Name: _____ EMPL ID/PS Number : _____ Academic Year: _____

Mailing Address: _____ City/State/ZIP _____

Home Number: _____ Cell Phone: _____ Email: _____

My Primary Campus is ___ Hazard Campus; ___ Hazard Technical; ___ Lees Campus; ___ Knott Campus; ___ Leslie Campus; ___ Online

Upon the submission of required documentation and verification of the disability, the Disability Services Coordinator, will meet the student to discuss what accommodations are available. Once the accommodations have been identified, the plan will be put in place. No additional verification for that particular disability is required. However, should another disability occur and additional accommodations are required, documentation and verification for the second and sequential disabilities will be required.

Exam Accommodations:

- ___ Exams administered in quiet/separate area away from distractions
- ___ Extended time on exams and quizzes (time and half, double time, or triple time)
- ___ Proctored Exams **
 - ___ Large Monitor/Big Print Keyboard/Magnifying Software
 - ___ Reader or Scribe or Both

Exam Accommodations:

- ___ Exams given in sections*
- ___ Exams administered and/or completely orally
- ___ Use of Instructor approved formula sheet and/or note page during exams and quizzes*

Classroom Accommodations:

- ___ Ability to stand/leave seat as needed
- ___ Assigned seat:
 - ___ Front of Class, Middle seat in First Row
 - ___ Front of Class, Next to Entrance Door
 - ___ Front of Class, Two Seats in First Row (one for Aide)
- ___ Classroom Furniture/Separate Desk & Chair
- ___ Lecture notes if available
- ___ Note-Taker (solicit a volunteer from class to share notes)
- ___ Interpreter (hearing impaired disability)
- ___ Use of personal Laptop during lectures
- ___ Use of personal Smart Pen or Tape Recorder
- ___ Use of FM Transceiver (hearing impaired disability)
- ___ Use of calculator (documentation must show this need)
- ___ Community Assigned Personal Aide in Classroom
 - Name of Aide: _____
 - Contact Number _____

Handout Accommodations:

- ___ Assignments in Braille
- ___ Handouts in Enlarged Font
 - 22, 24, 26, or ___ size Times New Roman needed
- ___ Materials printed in black ink on white paper

Book Accommodations:

- ___ Books in Alternative Format: PDF, Braille

Other Accommodations:

- ___ Cues/Reminders
- ___ Extra time on assignments*
- ___ Relocation of class due to physical limitations
- ___ Flexibility in Attendance Policy
- ___ Other

Student: _____

DS Coordinator: _____

Date: _____

Date: _____

Students MUST self-identify to the institution that they have a disability or the institution is not responsible for providing accommodations.

*This particular accommodation will be determined on a case by case basis and is eligibility is dependent on type of disability

**Students must go to following link: http://legacy.hazard.kctcs.edu/Proctor_Exam.aspx to schedule an upcoming proctored exam at least 48 hours in advance.