



College of the Redwoods
Student Accessibility Support Services
SASS Accommodation Information

Student Accessibility Support Services (SASS) provides educational services and access for eligible students with documented disabilities and health conditions who intend to pursue coursework at College of the Redwoods. A variety of services are available through SASS which provide eligible students the opportunity to participate in all aspects of college programs and activities through appropriate and reasonable accommodations. Submission of this application constitutes an agreement to apply for Student Accessibility Support Services.

To qualify for accommodations and services through SASS:

1. Submit the following SASS application. Documentation for all applicable diagnosed disabilities and health conditions must be provided to SASS in order to qualify for appropriate accommodations.
2. Once a complete application has been received and processed, SASS will contact the applicant to schedule an intake appointment with a SASS advisor/counselor to discuss the nature of the verified health conditions and identify available SASS accommodations and services that would benefit the student based on the learning differences and educational limitations discussed. Identified accommodations and services will be documented in an Academic Accommodation Plan (AAP).
3. Complete a Support Services Agreement (SSA) with SASS *each semester*. Accommodations and services will only be arranged when a current Support Services Agreement is on file with SASS. Support Services Agreements may be revised more than once a semester depending on the needs of the student and the documentation on file with SASS.
4. Students must identify themselves as soon as possible to all instructors from whom accommodations are being requested. Present to those instructors a copy of the current Support Services Agreement to receive accommodations.
5. Tell SASS early in the semester if any accommodations are NOT working so that corrective or additional action may be taken.
6. Exercise rights and responsibility as a student with a disability; ask for what is needed to be successful at College of the Redwoods.



College of the Redwoods
SASS Application for Services
Student Accessibility Support Services

NAME: _____ CR ID#: _____

E-MAIL: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DATE OF BIRTH: _____ PHONE: _____

PRONOUNS (Check Preference): _____ SHE/HER/HERS _____ HE/HIM/HIS _____ THEY/THEM/THEIRS

_____ PREFER NOT TO STATE _____ ALTERNATE (write-in): _____

DIAGNOSED HEALTH CONDITION(S): _____

EMERGENCY CONTACT (NAME/NUMBER): _____

Please mark all programs & resources you participate in:

- | | | |
|-----------------------------------|--|---|
| <input type="checkbox"/> EOPS | <input type="checkbox"/> Redwood Coast Regional Center | <input type="checkbox"/> Dept. of Rehab |
| <input type="checkbox"/> Veterans | <input type="checkbox"/> Redwood Independence | <input type="checkbox"/> Gaining Ground |
| <input type="checkbox"/> TRiO | <input type="checkbox"/> Reaching for Independence | <input type="checkbox"/> Trajectory |

Other _____

Campus attending (mark all that apply):

_____ Klamath-Trinity _____ Del Norte Campus _____ Eureka Campus _____ Virtual Online Classes

While you were in high school, did you have a 504 or an IEP? _____ Yes _____ No

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STUDENT ACCESSIBILITY SUPPORT SERVICES (SASS) SERVICE POLICY

ACADEMIC ACCOMMODATIONS POLICY

Under federal and state laws, the College is required to make modifications to academic requirements and practices as necessary to ensure that they do not discriminate against a qualified student with a disability. The College is also required to have a policy and procedure for responding to students with verified disabilities who request academic accommodations. SASS students have the right to receive reasonable academic accommodations to create an educational environment where they have equal access to instruction, without fundamentally altering any course, educational program, or degree.

REQUESTS FOR ACADEMIC ACCOMMODATIONS POLICY

The Student Accessibility Support Services (SASS) office is a resource for the general college community for information about and implementation of academic accommodations. Through an interactive process with SASS, appropriate accommodations are identified for students who have submitted an application and all necessary documentation to SASS. If you need academic accommodations, meet with one of the SASS counselors to complete a Support Services Agreement (SSA). Share information from the SSA with your instructor(s). If the instructor agrees, the accommodation is then implemented. While the right to accommodations is not negotiable, its implementation is. If the instructor questions the implementation, the student, the SASS director, and the instructor continue to talk until an agreement is reached. (Note: this may mean that an alternative accommodation may be implemented.) If the rare circumstance occurs that no agreement can be reached, the accommodation is temporarily implemented (per AP 5140) pending final resolution by the Academic Accommodations Committee. The Academic Accommodations Committee meets and reviews all information regarding the request. The committee will either approve, deny, or recommend a third accommodation. The decision is then final.

SASS STUDENT RIGHTS:

1. Student participation in SASS shall be entirely voluntary.
2. Receiving SASS support services or instruction shall not preclude a student from also participating in any other course, program, or activity offered by the college.
3. Be evaluated on ability, not disability.
4. All health records maintained by the SASS office shall be protected from disclosure and shall be subject to all other requirements for handling of student records under FERPA (Family Educational Rights and Privacy Act).
5. If an agreement between faculty member, SASS professional, and the SASS Director cannot be reached regarding services and accommodations, students may appeal through the formal College of the Redwoods grievance process and/or the Office of Civil Rights (OCR).

SASS STUDENT RESPONSIBILITIES:

1. Provide the SASS office with the information, documentation, and/or forms (medical, educational, etc.) deemed necessary by SASS to verify diagnosed health conditions.
2. Do not make any unauthorized changes to any forms or paperwork submitted to or distributed by the SASS Program.
3. Meet with a SASS counselor to complete necessary paperwork and discuss appropriate accommodations and services.
4. Request accommodations from the SASS office in a timely manner. Students must abide by policies surrounding timeliness (i.e., refrain from same-day accommodation requests). Although SASS will provide them if logistically possible, requests should be made with ample time to allow staff and faculty

to coordinate the provisions of accommodations and services. Requests for alternate media, interpreting, captioning, and human note-takers should be made well in advance given the challenges in scheduling and providing those accommodations. Please contact SASS to determine if a specific accommodation request has a specific timeframe.

5. Comply with the student conduct code adopted by the college and all other applicable statutes and regulations related to student conduct, per CR AP 5500.
6. Utilize SASS services and accommodations in a responsible manner and understand that SASS uses written service provision policies and procedures that must be adhered to for continuation of services.
7. Collaborate with faculty and SASS staff to ensure implementation of approved accommodations, and notify the SASS office promptly if any issues or barriers are encountered in the classroom or in other college spaces.
8. When enrolled in educational assistance classes, make measurable progress toward the goals developed for the course as established in the student's Academic Accommodation Plan (AAP).
9. When the student is enrolled in general college classes, meet academic standards established by the college, as applied to all students.
10. Check student Redwoods email regularly for updates and notifications of accommodations provided by SASS.
11. Students are presumed to have independent living skills to provide for their personal needs on campus. Personal assistance is not considered a mandated educational accommodation; therefore, the student must provide a personal attendant or mobility aide at their own expense, if one is needed. Any personal attendant must be approved through SASS prior to assisting the student on campus.
12. Students receiving contracted SASS services (e.g. interpreters, captioners, and note-takers) are responsible for notifying the SASS office of any planned absences at least three (3) business days prior to the time these services have been scheduled to be delivered. Failure to do so may result in the suspension of these SASS services.

Additional SASS policies, including faculty rights and responsibilities, SASS office rights and responsibilities, student rights to confidentiality, lecture recording, suspension of services, and grievance, may be found on the SASS website or by contacting the SASS office.

I am requesting SASS services. I understand that SASS services will not be provided until verification of my diagnosed health conditions are received and my SASS Academic Accommodation Plan is complete. I understand that SASS services are directly related to the educational process at CR and may not apply to other institutions or organizations. I understand that I must fulfill the requirements for participation in the SASS program. I understand the policy on suspension of SASS services, and I understand the consequences of failing to comply with the rules for responsible use of SASS services. I understand that I will be notified in writing before any action is taken to suspend services. By signing this application I affirm that I understand and agree with the SASS program responsibilities of students and I will abide by them.

Student Name (Print): _____

Student Signature: _____ Date: _____



College of the Redwoods
Student Accessibility Support Services (SASS)
Release of Information

The student named below has requested services and accommodations through the Student Accessibility Support Services (SASS) office at College of the Redwoods. In order to assist them, we must have information and records relating to their diagnosed health condition(s).

Treating Physician/Verifying Professional: _____

Name of Business/Clinic/School: _____ Phone #: _____

Address: _____ City: _____

State: _____ Zip Code: _____ FAX#: _____

Email (if applicable): _____

Return to: Student Accessibility Support Services
 College of the Redwoods
 7351 Tompkins Hill Road
 Eureka, CA 95501

Phone number: (707) 476-4280
 FAX number: (707) 476-4418

Name of Student: _____	* ID#: _____
Other Names Used: _____	Date of Birth: _____

I authorize the release of information from my licensed health professional regarding my diagnosed health condition(s) to College of the Redwoods Student Accessibility Support Services (SASS). All information will be kept confidential and maintained as a part of my records with the California Community College SASS office. This authorization shall remain in effect until revoked in writing by the undersigned. I give permission for SASS professional(s) to discuss my diagnoses with other professionals who have a legitimate educational need to know. I authorize the release of information to include one or more of the following records identified below:

- Verification of diagnoses signed by an appropriate licensed healthcare provider.
- As appropriate to the verification:
 - Psychological Testing and Psychoeducational/evaluation results/medical reports
 - Learning Disability assessment including WAIS-R or WAIS-III, WJR RAW and standard scores
 - Audiology and speech/language pathology reports
 - Individual Education Plan (IEP) or 504 Plan
 - Other _____

Signature of Student: _____	Date: _____
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**If you are not already registered to vote where you live now,
would you like to apply to register to vote here today?**

(Check One)

- Already registered. I am registered to vote at my current residence address.
- Yes. I would like to register to vote.
- No. I do not want to register to vote.

NOTE: IF YOU DO NOT CHECK A BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME. IF YOU CHECK YES, YOU WILL BE GIVEN A VOTER REGISTRATION FORM TO REGISTER AT YOUR CONVENIENCE.

Applicant Name

Date

Important Notices

1. Applying to register or declining to register to vote will **not** affect the amount of assistance that you will be provided by this agency.
2. If you would like help in filling out the voter registration form, we will help you. The decision whether to seek or accept help is yours. You may fill out the voter registration form in private.
3. If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party preference or other political preference, you may file a complaint with the Secretary of State by calling toll-free (800) 345-VOTE (8683) or you may write to: Secretary of State, 1500 - 11th Street, Sacramento, CA, 95814. For more information on elections and voting, please visit the Secretary of State's website at www.sos.ca.gov.