

New Procedures for Supporting Students with Disabilities

A message from the Disability Support Programs and Services (DSPS) Office

We have had a number of new and revised procedures that may affect your support of students with disabilities. The changes have been made to align with recent legal interpretations. Please familiarize yourself with the following important information.

- The provision of reasonable academic accommodations is the law.
 - DSPS faculty are the experts identified in the district to provide direction in this area; consult with them if you have any questions or concerns about an academic accommodation.
- Service Animals: Students with disabilities may have service animals to assist with their accommodation needs. Service Animals are allowed to be in the classroom and on campus without coordinating services through DSPS. A service animal can only be a dog or in rare instances, a miniature horse.
 - Most times the need for these services are obvious.
 - If you are not able to identify a disability, you may ask "Do you have a disability?" You may not inquire about the nature of the disability and if the response is "yes" you may then ask "what task does your service dog provide?" You may not require a demonstration of the task. If you have additional concerns it is recommended that you contact DSPS for assistance. For more details see [AP 3105.2](#).
- Academic Accommodations and Disability Accommodations: The procedures associated with this updated policy are found in [AP 3105.1](#).
 - A letter of authorized accommodations is provided by DSPS each semester.
 - You may request to see that letter or get a copy from the student.
 - If you have any questions about the accommodations after talking with the student, you should contact the DSPS Office on your campus to discuss your concerns.
- Accessible Educational Materials: The district has a standard for access to electronic materials used in the classroom to comply with federal law. This includes accessible websites and any other electronic materials that students need to use to access services or a course.
 - Audio or Video formatted information, such as DVD's, **must** have captioning.
 - Online software associated with a classroom book must meet the federal standards that allow information to be used with a screen reader for persons needing that accommodation. This might include persons that may be visually impaired or have learning disabilities.
 - Additional information is available in [AP 3108.1](#)
- Math Substitutions for Students with Disabilities: A new procedure has been developed for a few students with specific disabilities associated with a processing difficulty with numerical concepts. Details of the process can be found in AP 3910.8 *Math Substitution for Students with Disabilities as an Academic Accommodation* which identifies an alternate process for students with disabilities to meet the required math competency for an associate degree.
- Role of the 504 Officer: The [504 Officer](#) is part of the grievance process (see AP 3105.1) for conflicts with academic accommodations between the student, the instructor, or DSPS counselor. The 504 Officers at your campus are:
 - City – Beverly Warren (x3246)
 - Mesa – Claudia Perkins (x2440)
 - Miramar – Gerald Ramsey (x7432)
 - Continuing Education – Star Rivera-Lacey (x4879)

If you have any questions, please contact the DSPS Office on your campus!

City – Bree Kennedy (x3513) Mesa – Erika Higginbotham (x2780) Miramar – Kandice Brandt (x7312)
Continuing Education – Leslie Quinones (x4944)