



**Office of Disability Services
Intake Form**

Date: _____

Name: _____ ATC Student ID #: 910 _____

Address: _____ Date of Birth: _____

City/State/Zip: _____ Primary Phone: _____

ATC Student Email Address: _____@student.athenstech.edu

Alternate Email Address: _____

Emergency Contact Name: _____ Phone Number: _____

Relationship: _____

Disability: (please check the appropriate disability/disabilities)

- | | | |
|--|---|---|
| <input type="checkbox"/> Learning Disability | <input type="checkbox"/> Visual Impairment | <input type="checkbox"/> Orthopedic/Mobility Impairment |
| <input type="checkbox"/> ADHD | <input type="checkbox"/> Traumatic Brain Injury | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Hearing Impairment | <input type="checkbox"/> Psychological Impairment | |
| <input type="checkbox"/> Autism | <input type="checkbox"/> Other Health Impairment | |

Medical Provider Name: _____ Phone: _____

Medical Provider Name: _____ Phone: _____

Please circle the area you are enrolled in:

College Dual Enrollment Dual Achievement Adult Ed./GED

Are you working with the Vocational Rehabilitation: YES NO

- I have read the information provided in the Intake packet and understand that I must submit official documentation to verify my disability to receives services.

Student's Signature

Date

This Section in for Disability Services Office Use Only:

Intake Form: Received Date: _____ Received by: _____

Documentation: Received Date: _____ Received by: _____

Documentation Types: Permanent _____ Temporary _____ Expiration: _____

Registered (semester and date): _____



Dear Athens Technical College Applicant/Student:

Thank you for contacting the Disability Services Office at Athens Technical College. We have established this program to assist any individual with an appropriately documented disability who requests academic adjustments and/or auxiliary aids in the classroom or for testing.

By definition, a disability that qualifies a student for accommodations in college is a physical or mental impairment that substantially limits one or more of the major life activities. These activities may include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, walking, speaking, breathing, learning, reading, and working.

In order to enroll in Disability Services, the student must submit to the Disability Services Office any current (within 3 years) medical documentation or psychological evaluation completed by a qualified medical professional. The official documentation must state:

- diagnosis with specific evidence of a disability
- symptoms of the disability
- clarifies the area(s) of learning affected
- states the accommodations recommended by the physician or other qualified professional as appropriate for that given disability

*As a post-secondary institution, Athens Technical College cannot accept IEPs or 504 Plans from high school to support the provision of academic adjustments. If you have had a re-evaluation performed by the school psychologist within the last 3 years, we can accept that.

Once your documentation has been received by Disability Services, we must have a **minimum of two weeks** from the date of receipt of all documentation to evaluate your paperwork.

Reasonable accommodations are determined on a case-by-case basis according to each student's individual medical documentation. Some Auxiliary aids may take additional time to coordinate the service.

Accommodations and/or auxiliary aids will be provided to the extent that the accommodations:

- do not constitute a substantial change or alteration to an essential element of a course or program.
- pose an undue financial or administrative burden on the College.
- pose a threat to the health and safety of others.

As a college student, it is your **responsibility** to:

- **identify** yourself to the Disability Services Office as a person with a disability
- **provide** required documentation in a timely manner
- **follow** the procedures outlined by the college for obtaining assistance

- **advocate** for yourself if those academic adjustments and/or auxiliary aids to which you are entitled are not being provided

While we encourage students to utilize any academic adjustments or auxiliary aids to which they are eligible to receive, that decision is ultimately yours as a student to make. We look forward to assisting you!

Please Forward Intake Form and Official Documentation of Disability To:

Disability Services Coordinator
Athens Technical College
800 U.S. Highway 29 North • Athens, GA 30601
P: 706-355-5010 • F: 706-552-0970
E: disabilityservices@athenstech.edu



Disability Services FAQ's



What are some of the accommodations available?

Example Accommodations:

- Extended time on tests and quizzes (including final exams)
- Less distracted testing area
- Testing room with minimal distractions
- Alternative textbook form
- Magnification/Visual aid/Large print
- In-Person/Online Sign language interpreter
- Note-taker
- Facilities/Equipment modification
- Special test administration or materials
- Reserved seating (front row, back row, near exit, etc.)
- Permission to assistive devices (recorder, calculator or word processor)

How may I obtain professional documentation of my disability?

Professional documentation may be obtained through various sources.

- A licensed physician, psychiatrist, a psychologist with a Ph.D., or another qualified health professional who is an expert in the field of disability. If you have health insurance, consult with them to find providers on your plan.
- Vocational Rehabilitation
- Veterans Readiness and Employment (formally DAV [VA/VR]) a private physician or agency, Psychological Evaluation.
- To obtain necessary documentation of a disability, students may request that the Vocational Rehabilitation Program of the GA Dept. of Labor help with vocational evaluations. It can be explored at <https://gvs.georgia.gov/> or by emailing rehab@dol.state.ga.us

What is vocational rehabilitation, and how may I apply for services?

Vocational Rehabilitation (VR) is a federal/state agency under the Department of Labor. The main objective of VR is to help otherwise qualified persons with disabilities join or rejoin the workforce. Services include:

- Guidance counseling
- Vocational evaluation
- Job replacement

Persons with disabilities (physical, mental or emotional) may apply for services by visiting the VR Office and completing an application. **Eligibility presently requires a permanent disabling condition.** If eligible, VR may provide financial sponsorship for training; however, clients are required to apply for the Pell Grant or Hope Grant first.