

## Step-by-Step Guides

- **Guide for Requesting Accommodations:**

1. **Identify the Need:** The student recognizes the need for accommodations to ensure equal access to education.
2. **Contact the SSD Coordinator:** The student connects with their school's Services for Students with Disabilities (SSD) coordinator. This is typically the starting point for the accommodations request process.
3. **Complete the Parent Consent Form:** If the student is under 18, their parent or guardian must sign a consent form before the process can proceed. Students over 18 can sign the form themselves.
4. **SSD Coordinator Initiates the Request:** The SSD coordinator uses an online system, like SSD Online, to begin the accommodation request. They enter the student's information, requested accommodations, and details about the student's disability.
5. **Documentation Review (if needed):** If additional documentation is required, the SSD coordinator will gather and submit it, ensuring it aligns with SSD guidelines.
6. **Decision Notification:** The student receives notification (usually via mail) of the decision. If approved, the notification will include an eligibility letter with specific details for each test. This letter will also contain an eligibility code needed for SAT registration.

- **Guide for Reporting Barriers to Access and Discrimination:**

1. **Document the Barrier:** The student should meticulously record details about the barrier, including dates, times, locations, individuals involved, and the specific nature of the barrier.
2. **Identify Relevant Policies:** The student should research and familiarize themselves with institutional policies related to disability rights, accessibility, and discrimination.
3. **Consult with the Disability Resource Office:** The student should reach out to their institution's disability resource office for guidance and support in navigating the reporting process.
4. **Submit a Formal Complaint:** Follow established procedures to submit a formal complaint to the appropriate authority within the institution. Templates provided later in this response can be adapted for this purpose.

5. **Maintain Records:** The student should keep copies of all communications, documentation, and other evidence related to the barrier and reporting process.
- **Guide for Proposing Policy Changes:**
    1. **Identify the Policy Gap:** The student should clearly define the specific policy that needs revision or the absence of a policy addressing the issue.
    2. **Research Best Practices:** Gather information about successful policy implementations at other institutions and within relevant legal frameworks.
    3. **Build a Coalition:** Collaboration is crucial. Seek support from fellow students, faculty, staff, and advocacy organizations to strengthen the proposal's impact.
    4. **Submit a Formal Proposal:** Follow established procedures to submit a well-structured proposal outlining the current policy issues, proposed changes, supporting rationale, and potential benefits. Templates provided later in this response can be adapted for this purpose.
    5. **Advocate for the Proposal:** Engage in active advocacy efforts to promote the proposal within the institution. This might include presentations, meetings, and awareness campaigns.

## **Accommodation Request Letter Template:**

[Date]

[Name of SSD Coordinator]

[Title]

[Institution Name]

[Address]

### **Subject: Request for Accommodations**

Dear [Mr./Ms./Mx. SSD Coordinator Last Name],

I am writing to request accommodations for my upcoming [Course Name/Exam Name/Event Name]. I am a student at [Institution Name] with a [Disability].

[Briefly describe the functional limitations imposed by your disability and how they create barriers to your full participation. You can refer to documentation from past IEPs, 504 plans, or other educational records to support your claims].

To ensure my equal access to [Course Name/Exam Name/Event Name], I request the following accommodations:

- [Accommodation 1]
- [Accommodation 2]
- [Accommodation 3]
- [Optional: Briefly explain how these accommodations would address your specific needs and help you succeed].

I have attached supporting documentation, including [List of documents such as past IEPs, 504 plans, psychological evaluations, or medical records]. I am available to discuss my needs further and answer any questions you may have.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Student ID]

**Letter Reporting Barriers to Access and Discrimination Template:**

[Date]

[Name of Recipient]

[Title]

[Department/Office]

[Institution Name]

[Address]

**Subject: Report of Barriers to Access and Discrimination**

Dear [Mr./Ms./Mx. Recipient Last Name],

This letter serves as a formal report of barriers to access and discrimination I have encountered as a student with a disability at [Institution Name].

[Clearly and concisely describe the specific barrier you have faced, providing details of the date, time, location, individuals involved, and the nature of the incident].

[Connect the barrier you experienced to relevant institutional policies. Explain how the current policies are inadequate or how their implementation falls short in addressing your needs].

[Optional: If you have experienced discrimination, provide clear and specific evidence of discriminatory actions or statements].

These barriers have significantly impacted my ability to fully participate in [Specify course, program, activity, or aspect of campus life]. I request immediate action to address these issues and ensure equal access for all students.

I am available to meet with you to discuss this matter further and provide additional information.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Student ID]

## **Proposal for Policy Changes Template:**

[Date]

[Name of Recipient]

[Title]

[Department/Office]

[Institution Name]

[Address]

### **Subject: Proposal for Policy Changes to Improve Accessibility and Inclusion for Students with Disabilities**

Dear [Mr./Ms./Mx. Recipient Last Name],

I am writing to propose changes to the [Institution Name]'s policies concerning [Specific area of concern, e.g., accommodations, accessibility, support services, or discrimination]. As a student with a disability, I have identified significant gaps in the current policies that hinder the full inclusion and participation of students with disabilities.

#### **Current Policy Issues:**

[Clearly articulate the specific issues with the existing policies, including any ambiguities, inconsistencies, or areas where they fail to adequately address the needs of students with disabilities].

#### **Proposed Policy Changes:**

[Provide a detailed outline of your proposed policy changes. Be specific and actionable, using clear language that is easy to understand].

#### **Rationale for Proposed Changes:**

[Offer a strong rationale for each proposed change, drawing on evidence from research, legal frameworks (like the ADA), and best practices from other institutions. Explain how these changes will benefit students, faculty, and the institution as a whole].

#### **Potential Benefits:**

[Highlight the positive impacts of implementing the proposed policy changes. Emphasize how they will enhance accessibility, promote inclusion, create a more welcoming environment, and contribute to the overall success of students with disabilities].

#### **Examples and Case Studies:**

[Share real-world examples of successful policy implementations at other institutions or within relevant fields. Use data and statistics to strengthen your arguments and demonstrate the feasibility of your proposals].

#### **Call to Action:**

[End with a clear call to action, urging the recipient to consider the proposal seriously and initiate steps towards implementation. Express your willingness to collaborate and provide further information as needed].

Thank you for your time and consideration. I believe that implementing these policy changes

will significantly advance [Institution Name]'s commitment to creating a truly inclusive and equitable learning environment for all students.

Sincerely,

[Your Name]

[Student ID]