



How do I receive accommodations at Wallace State?

IT'S A 5 STEP PROCESS

01

All students must provide proper documentation to the Office of Accessibility and Disability Services. Documentation must be from the appropriate professional. School plans such as an Individual Education Program (IEP), a Summary of Performance (SOP), or a Section 504 Plan are generally not sufficient documentation to establish the rationale for accommodations. Such plans may be included as part of a more comprehensive assessment battery and should be on clearly distinguishable district forms.

02

Students need to complete an ADA application. You will be able to upload your documentation after completing the ADA application.

- Go to <http://kea.accessiblelearning.com/WallaceState/>
- Click on "New Student" to begin the application

03

Students must make an appointment with the Director, Lisa Smith, to discuss requested accommodations and sign the paperwork needed to complete the initial process.

04

Students must complete an "Accommodation Request Form" that gives the Director permission to send accommodation letters. Students must complete the form each semester.

05

Students must communicate with their instructors about using their accommodations. This is a two-way conversation about what specific accommodations you would like to utilize in class. You may contact your instructors in-person or via email, but students are required to make the first step at the higher education level.