

How Do I Receive Accommodations at Wallace State- Hanceville?

Follow these steps:

1. All students must provide proper documentation to the ADA Office. It cannot be just an IEP. It should include diagnostic information used to create the IEP.
2. Students need to complete an ADA application. Go to <http://kea.accessiblelearning.com/WallaceState/>
Click on "New Student" to begin the application.
3. Students must make an appointment with the Director, Mrs. Lisa Smith, to discuss accommodations that may be utilized. Students will sign paperwork needed to complete the initial process.
4. Students must complete an "Accommodation Request Form" that gives the Director permission to send accommodation letters. This must be done every semester.
5. Students notify their instructors that they will need to use their accommodations. You may contact the instructor in-person or via email, but students are required to make the first step at the higher education level.