

Charlotte Technical College Self-Reporting and Initial Request for Accommodation Form



Name: _____ Date: _____

Program _____ Telephone: _____

Nature of disability: _____

Requested accommodations: _____

I understand that before accommodations are provided, I must provide current documentation of my disability from a professional who is certified/ licensed and has expertise in the field of my disability. I was provided with Charlotte Technical Colleges Students with Disabilities Policy. Reasonable accommodations are determined by Charlotte Technical College (CTC) utilizing information provided in the supporting documentation. Charlotte Technical College will not accept documentation more than three years old as it may no longer represent the student's needs.

Also the college may request a second opinion should the school find reason to question the accuracy of any information at the student's expense. Final decisions will be made upon review of supporting documentation and communications between me and Student Services.

I am responsible for contacting Student Services and requesting accommodations at the beginning of each program for which accommodations are being requested.

Charlotte Technical College may share general information regarding my disability with CTC personnel who have a reasonable need to know. My documentation will remain in my student file.

By signing this form, I understand that I am giving Student Services permission to share the nature of my disability, general information about how the disability affects my academic or classroom performance, and recommendations for specific accommodations with necessary staff and faculty.

I am aware that parents, family and/or advocates will not be provided with any information regarding my registration, academic progress, etc., in accordance with Family Educational Rights and Privacy Act (FERPA).

Signature Date

The School Board shall comply with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. No administrative staff member or candidate for such a position in this District shall, on the basis of race, color, religion, national origin, sex (including sexual orientation, transgender status, or gender identity), age, gender, pregnancy, marital status, disability, or legally-protected characteristic, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education, Policy 1122

Charlotte Technical College full-time programs are approved for education and training by the Veteran's State Approval Agency. Veterans and Dependents of Disabled or Deceased Veterans who plan to attend full-time programs at CTC should contact Students Services located in Building A.