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### REQUEST FOR COMMUNICATION ACCOMMODATIONS

This policy serves as a means for requesting and accessing services or other auxiliary aids needed for effective communication to qualified persons who have a hearing, vision, or speech impairment. Any member of the general public, including parents/guardians, may request other auxiliary aids or services needed for effective communication for any District sponsored program, event, or activity.

Requests under this policy must address only the communication accommodation requested by the applicant and must not address, in any manner, the subject matter or merits of the event sponsored by the district.

### PROCESS FOR REQUESTING ACCOMMODATIONS

The process for requesting accommodations is as follows:

1. Requests for accommodations under this policy may be presented on a form or in another written format. Requests must be forwarded to the respective school site administration office or district office within the time frame provided in (3).
2. Requests for accommodations must include a description of the accommodation sought: sign language interpreter, auxiliary aid, or other service needed for effective communication, along with a statement of the impairment that necessitates the accommodation. The request must also include the applicant's contact information, date of the request, date, time, & location of event. The district may, as necessary, require the applicant to provide additional information about the impairment such as the individual's normal method(s) of communication.
3. Requests for accommodations must be made as far in advance as possible, and in order for the district to properly provide the accommodation, the request should be made no fewer than 8 business days before the requested implementation date. If a request is made with fewer than 8 business days' notice, the district may or may not be able to provide the requested accommodation.

### RESPONSE TO ACCOMMODATION REQUEST

The district shall respond to a request for accommodation as follows:

1. The district will promptly inform the applicant of the determination to grant or deny an accommodation request. If the accommodation request is denied in whole or in part, the response will be in writing. On request of the applicant, the district may also provide an additional response in an alternative format such as a phone call/voice mail message. The response to the applicant will indicate:
  - a. Whether the request for accommodation is granted or denied, in whole or in part, or an alternative accommodation is granted;
  - b. If the request for accommodation is denied, in whole or in part, the reason therefor;

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- c. The nature of any accommodation to be provided;
- d. The duration of any accommodation to be provided; and
- e. If the response is in writing, the date the response was delivered in person or sent to the applicant.

### **DENIAL OF ACCOMMODATION REQUEST**

A request for accommodation may be denied only when the district determines that:

1. The applicant has failed to satisfy the requirements of this procedure;
2. The requested accommodation would create an undue financial or administrative burden on the district; or
3. The requested accommodation would fundamentally alter the nature of the event, program, or activity.