



WORKFORCE EDUCATION 504

EXPLANATION OF LEARNER RIGHTS and RESPONSIBILITIES

It is the institution’s responsibility to inform all students that sometimes accommodations may be available for basic skills testing as well as instruction, such as extended time or testing in a separate room.

Persons with documented disabilities, including but not limited to a learning disability, attention deficit disorder, emotional, orthopedic impairment, vision or a hearing impairment, are protected under law with the right to accommodations in instruction and testing.

EACH STUDENT has the right:

- To participate in adult education programs, services, and activities without discrimination
- To choose whether to disclose a disability
- To receive reasonable accommodations in class and on tests
- To meet with staff to discuss his/her needs

EACH STUDENT has the responsibility:

- To self- identify and notify a teacher or counselor if he/she needs or requests accommodations for testing or instruction
- To provide documentation of their disability. Documentation is required and will be kept strictly confidential.
- Possible accommodations may include but are not limited to:
  - Extra time for testing
  - Frequent breaks
  - Private work area
  - Sign language interpreters
  - Alternate test formats (Braille, audiotape, large print)
  - Assistive devices

**I understand the Explanation of Learner Rights and Responsibilities.**

- Yes, I would like to apply for a 504 plan and have the supporting medical documentation to submit
- No, I would not like to apply for a 504 plan

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_