K R E B

Gateway Technical College

Instructional Support Services

Gateway is an equal opportunity/access educator/employer

Special Needs and Deaf/Hard of Hearing Support Services

The following student with special needs has been referred for instructional support services:

_____ Student ID # _____

Instructor(s): _____ _____ _____ _____

Class(es): _____ _____ _____ _____

The following accommodations have been identified as viable support strategies to be provided by Special Needs staff:

General Accommodations:

- ❑ Taped Textbook _____
- ❑ Notetakers _____
- ❑ Taped Lectures _____
- ❑ Tutorial Support _____
- ❑ Enlarged Print _____
- ❑ Interpreter(s) _____

Alternative Testing Strategies:

- ❑ Extended Time _____
- ❑ Interpreted Testing _____
- ❑ Scribing _____
- ❑ Enlarged Print _____
- ❑ Quiet Room _____
- ❑ Sign Interpreted Testing _____

Physical Accommodations:

- ❑ Preferential Seating _____
- ❑ Standing Breaks _____
- ❑ Adaptive Equipment _____
- ❑ Other _____

Instructor, please assist in the following:

- ❑ Locating a notetaker in this class, please send to Special Needs office for contract information.
- ❑ Locating Peer Mentor/Tutor in this class; please send to Special Needs office for contract information.
- ❑ Send copies of handouts, tests for enlarging, or taping to Special Needs office.

Comments: _____

_____

_____

_____

If you have any questions, suggestions, or concerns, please call us at (x_____), we look forward to meeting with you. Thank you for your concern and support.

_____ _____

Student Signature *Special Needs or Deaf/Hard of Hearing Staff Signature*

Date_____ **Date** _____

White - File Yellow - Instructor Pink - Student

SPECIAL NEEDS INSTRUCTIONAL SUPPORT SERVICES
KENOSHA CAMPUS – ROOM A121

Special Needs staff provide a full range of support services/reasonable accommodations at the request of learners with documented disabilities to give them equal access to learning opportunities at Gateway Technical College in order to reach their educational goals. Anyone wishing special accommodations or program accessibility for students with disabilities please contact the Special Needs Counselor if you are 21 and older. For those students who are twenty years of age and under, contact the Transition Counselor.

Based on the individual's support plan, services could include, but are not limited to:

- Teacher liaison
- Agency liaison and referral
- Taped textbooks
- Alternative testing accommodations
- Note takers
- Assistive accommodations
- Program coordination

Informal focus groups are available to help:

- Teach new study skills
- Develop self advocacy skills
- Learn about campus services
- Facilitate use of Academic Support Center (free tutoring service)
- Discuss and share mutual life experiences and coping strategies

For further information, contact:

- Jack Sullivan ***Special Needs Counselor*** – 564-2320 (K), 619-6314 (R), 741-8308 (E) (for students 21 yrs. and older)
- Barbara Giese ***Special Transition Counselor*** – 564-2366 (K), 619-6586 (R), 741-8476 (E) (for (students under 21 yrs.)
- **Kenosha Campus**: Natalie Griffin 564-2448 or Dawn Kaiser 564-2570
- **Racine Campus**: Linda Mahoney 619-6520 or Peggy Jude 619-6478
- **Elkhorn Campus**: Pat Harkness 741-8348 or Kathy Peterson 741-8420
- **Burlington Campus**: 767-5210