



# Eligibility and Documentation Guidelines

A student with a documented disability may be eligible for accommodations in their classes at A-B Tech. To be eligible for and receive accommodations, the student must:

1. Have a documented disability that impacts learning and is in need of accommodations for access.
2. Have contacted and initiated the process to receive accommodations with Support Services.

## How do I know if I'm eligible?

If you have a documented disability that impacts your learning you may be eligible for accommodations.

- Do you have a disability that makes it difficult for you to learn?
- Does this disability make it hard to take tests in the traditional manner?
- Have you received disability related accommodations in the past?
- Do/Did you have an IEP or 504 Plan in high school?

If you answered "yes" to any of these questions, you may be eligible for accommodations.

## How do I receive accommodations at A-B Tech?

Students must complete a **Request for Services form and provide documentation.**

Documentation may include educational records, medical records, reports, and assessments created by health care providers, school psychologists, therapists, etc.

Examples include:

- Psycho-educational evaluations or re-evaluations which include the credentials of the evaluator.
- Letter from your physician, psychiatrist, therapist, or counselor on letterhead including their credentials, signature, and date. This letter needs to **identify diagnosis and impact.**

If you have questions regarding documentation or registration process, please contact us at the following information:

Support Services at A-B Tech Community College  
340 Victoria Rd., Asheville, NC 28801 ✦ [supportservices@abtech.edu](mailto:supportservices@abtech.edu)  
828-398-7581 ✦ [828-281-9886 \(fax\)](tel:828-281-9886)