



SOUTH SEATTLE COLLEGE

DISABILITY SERVICES

Services Provided and Eligibility

- Reasonable academic accommodations for students with disabilities
- To be eligible for services, students must have a disability (as defined by the Americans with Disabilities Act) and provide Documentation of the disability
 - IEP/504 Plan
 - Diagnostic Report
 - Medical Records
 - Letter From Health Care Professional (on Letterhead and signed)
 - Disability Verification Form Completed by a Health Care Professional (available by the DS office)

Intake Process

- An intake meeting will need to be completed with the DS office and the student
- After the intake is completed, LOA (letter of accommodation) will be drafted and reviewed with student
 - Letter of accommodation will be sent to your instructor(s)
- If the student or instructor has any questions regarding approved accommodations, please contact our office

Confidentiality

- According to District Policy and Procedures, the Office of Disability Services has the responsibility and authority for reviewing student documentation and determining what, if any, accommodations will be offered by the College to allow equal access for qualified students.
- All contact information and documentation is maintained in confidential files in the DS office for 5 years, after which time it is destroyed. Information from the file may be released with written permission from the student, or without written permission to the following: College officials with legitimate educational interest, specified officials for audit purposes, person or entity designated by a subpoena, appropriate officials in cases of health and safety emergencies, or a legal guardian.

Contact Disability Services

- Hours: 8:00 am- 4:30 pm, Monday-Friday and closed on Holidays
- Rose Kolovrat, Director of Disability Services
- Email: rose.kolovrat@seattlecolleges.edu
- Phone: 206-934-5137

- Beth Nishimura, Program Support Supervisor
- Email: beth.nishimura@seattlecolleges.edu
- Phone: 206-934-6648