Dear TRC Student

The Office of Disability Services (ODS) office provides a variety of services to all Three Rivers College students who have a documented disability. The ODS office is located on the 1st floor of the Westover Administration Building and is open MWF from 9:00 a.m. – 5:00 p.m. & TTH from 8:00 a.m. – 5:00 p.m.

The ODS offers academic accommodations to students with disabilities in accordance with the 1993 Rehabilitation Act, The Americans with Disabilities act of 1990, and the ADA Amendment Act of 2008. In order to be successful at Three Rivers, students are strongly encouraged to register with the Office of Disabilities Services regarding any documented disability, regardless if you are not seeking accommodations at this time. Students are not required to self-identify, but if they do, they must verify their disability with supporting medical documentation performed by a qualified professional.

It is the responsibility of the student requesting accommodations to present documentation and request accommodations prior to the beginning of each semester. Eligibility for reasonable and appropriate accommodations will be determined on an individual basis. Please note that services cannot begin until a completed application (Request for Accommodations, supporting documentation, & current class schedule) is on file with the Office of Disability Services and the disability has been verified according to the ODS requirements.

We look forward to working with you this semester. Please direct all questions regarding accommodations and appropriate documentation requirements to the Coordinator of Disability Services. Please complete the form provided and return to:

Three Rivers College
Office of Disability Services
2080 Three Rivers Blvd.
Poplar Bluff, MO 63901
Phone: 573-840-9608
Fax: 573-840-9018
Office of Disability Services Frequently Asked Questions

Who is Eligible for Services?
All students attending Three Rivers College with a documented disability are eligible for services and encouraged to contact the Office of Disability Services (ODS).

How Do You Apply for Disability Services?
After being admitted to Three Rivers College, you must complete an ODS Accommodations Request Form (2 pages) and submit the following documentation:
- proper medical documentation, including a current list of medications
- current documentation (ODS will NOT accept documentation over three years old)
- transcripts from former universities or colleges

How Are Accommodations Determined?
Accommodations are determined from the documentation provided, the student's background and an interview with the student.

Guidelines for Documenting Medical Disabilities (Hearing, Visual, and Mobility)
The clinician must be qualified to make the diagnosis in the area of specialization.
1. The evaluation is written on a professional letterhead, current and contains the date of the student's appointment.
2. Documentation clearly supports the claimed disability with relevant medical history.
3. The documentation, contacts current medication, treatments and assistive devices and technologies.
4. Written documentation of functional limitations resulting from the disability, which specifically states the College's residential and educational settings.

Guidelines for Documenting Learning Disabilities
1. A qualified professional must conduct the evaluation.
2. Testing must be current (past three years).
3. Comprehensive documentation necessary to confirm the learning disability must be provided (prior documentation may be useful in determining appropriate services, such as an Individual Education Plan (IEP) or a 504 plan, but these documents are only used for the diagnosis, not as the recommended accommodations.)
Office of Disability Services
Accommodation Request Form

Name: ________________________________________________________________

Home Address: ________________________________________________________

City: __________________________ State: ___________ Zip: ________________

Home Phone: ________________________ Cell Phone: ______________________

E-Mail: ______________________________________________________________

1. Briefly describe the nature of your disability including diagnosis. (Please use the back of the application for additional space)

2. On the checklist that follows, indicate the accommodations related to your disability that you are requesting.

   ___ a. Extended time on tests
   ___ b. Note Taking Services
   ___ c. Special Seating in the Classroom
   ___ d. Quite Testing Area
   ___ e. Adaptive Equipment
   ___ f. Housing
   ___ g. Other

   NOTE: if you are requesting a housing accommodation this request will be processed further by the Student Housing Office.

3. Do you have a current medical documentation on file with the Office of Disability Services
   Yes: _______ No: _______

4. Please select one of the following:

   I do _____ or do not _______ give permission for the Coordinator of Disability Services to share any relevant information with my Three Rivers Instructor or the Student Services Staff regarding my disability

   Student Signature: ________________________________________________

   Date: __________________________________________________________________

   Form Processed By: __________________________________________________________________
Authority for Release to Speak with Parent of Students with Disabilities

The Family Education Right and Privacy Act of 1974, as amended, prohibits the release of a student’s academic information without the student’s written consent.

Please complete the following information:

Student’s Name: ________________________________

Student ID Number: _____________________________

Date of Birth: _________________________________

Home Phone #: _________________________________

Cell Phone #: _________________________________

E-mail Address: _________________________________

Release to speak with the parents of ________________________________ (Please initial to release)

_______ In accordance with this Act, I authorize the Coordinator of Disability Services at Three Rivers College to speak with the parents or guardian of the student listed above. I understand, the Coordinator of the Office of Disabilities at Three Rivers College will NOT discuss, grades or attendance with any of the persons listed below. I agree to only speak with the Coordinator of the Disability Services Office about the documented disability of the student and the well being of the student success while attending Three Rivers College.

I authorize the Coordinator of the Disability Services Office at Three Rivers College to release the ability to speak with any of the persons listed below.

__________________________ Relationship to Student__________________________

__________________________ Relationship to Student__________________________

__________________________ Relationship to Student__________________________

Student Signature__________________________ Date__________________________