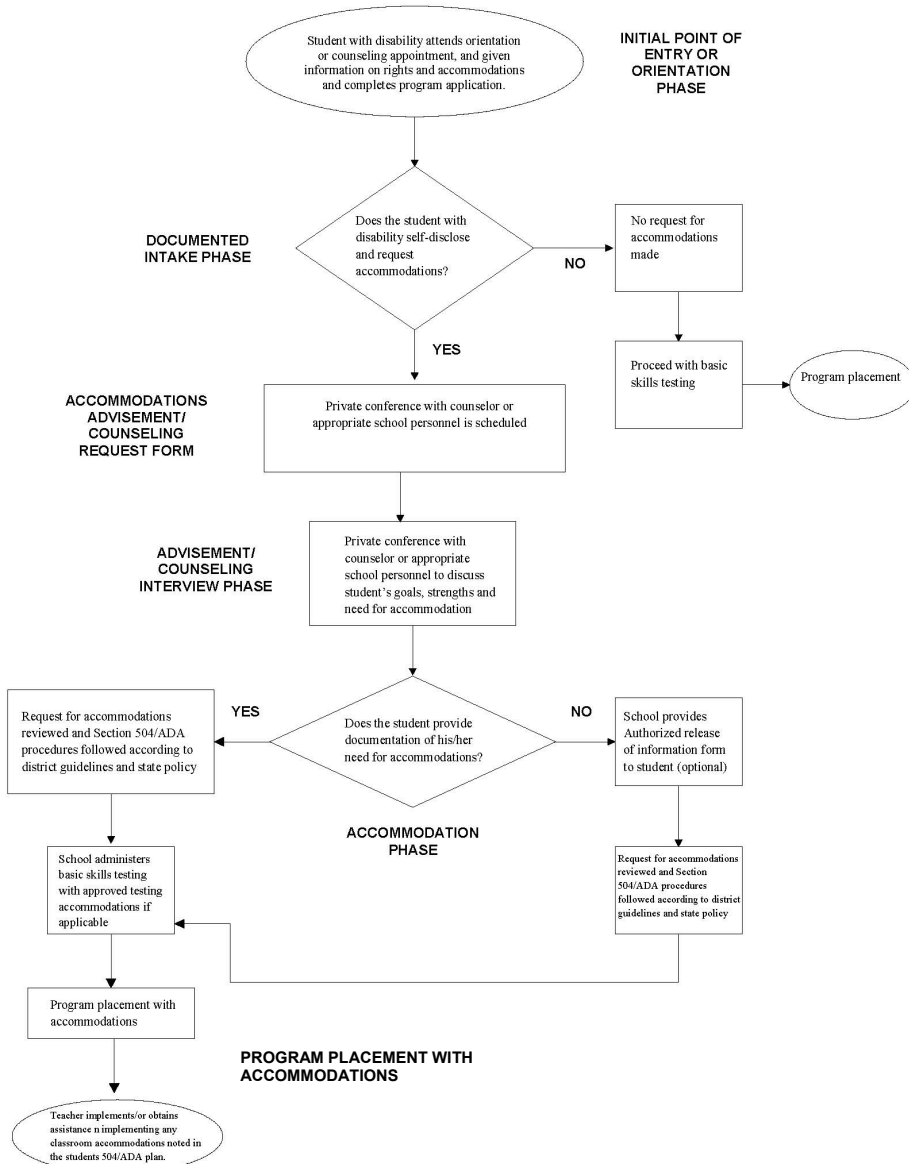


## Intake Procedures for Serving Students with Disabilities in Adult Education Programs



Adapted from Broward County Schools, Quick Guide to the Five Step Intake, based on the Service Delivery Model – Five Step Intake Process, Technical Assistance Paper, Practitioners’ Task Force on Adults with Learning Disabilities in conjunction with the Florida Department of Education, Division of Workforce Education, 2007-08.

### Step 1: Orientation or Initial Point of Entry

During the initial orientation or point of entry the adult student shall be provided with registration information/application for seeking entry into a service provider’s program. The registration information/application shall include:

- Information describing the process for requesting accommodations should a student choose to self identify and request services.
- An Advisement/Counseling Form to be completed requesting an interview with the service provider’s designated Disabilities Services Coordinator or appropriate personnel.

### Step 2: Documented Intake

The service provider’s designee shall contact the adult to schedule an interview appointment with the Disability Services Coordinator or appropriate personnel.

- Contact student to follow-up on request.
- Schedule meeting with student and Disabilities Designee or appropriate personnel
- Tell student to bring documentation of disability to meeting. Provide an *Authorization for Release of Information Form*, as needed.

### Step 4: Accommodations\*

Make decisions on accommodations based on disability documentation, additional materials and the advisement/counseling meeting. Develop a 504 Accommodation Plan\* to include:

- Description of the disability.
- Description of functional limitations that are eligible for accommodations.
- Description of the student’s needed accommodations including testing accommodations.
- Description of the strategies that will be implemented for the eligible accommodations.

### Step 3: Advisement/Counseling Interview

The advisement /counseling interview is a private meeting at which the adult student is invited to “self Identify” his/her disability.

- Meet with student to review disability documentation and discuss need for appropriate accommodations.
- Use additional materials such as screenings or questionnaires if necessary, to obtain more specific information about the learner’s areas of difficulty and their approaches to working through them.

### Step 5: Program Placement with Accommodations

- Provide teacher and student with copy of 504 Accommodation Plan and notice to tester
- Implement accommodations on the 504 Accommodation Plan
- Monitor student’s progress and update plan as needed.

\*Reasonable Accommodations: Accommodations that do not result in undue financial and administrative burdens

\*\*Section 504 Plan for Accommodation Plan for Post-secondary Adult/vocational Education Students [www.fldoe.org/ese/pdf/504.pdf](http://www.fldoe.org/ese/pdf/504.pdf)