

Arkansas Department of Career Education (ADCE), Adult Education Division (AED)  
*Learning Disabilities Policy & Procedure Manual for Serving Students with  
 Learning Disabilities and/or Attention Deficit Hyperactivity Disorder  
 Compliance Checklist\**

Program: \_\_\_\_\_

Location: \_\_\_\_\_

<b>ADCE/AED Learning Disabilities Policy &amp; Procedure Manual Compliance Checklist</b>						
	Page #	Compliance		Documentation Enclosure Is Required	Documentation Enclosed	
		Yes	No		Yes	No
<b>ADA and Section 504</b>						
Each program must have accessible services for all people with disabilities, including enrollment, instruction, and testing.	4					
Each program must have a designated ADA Coordinator.  Name: _____  Title/Position: _____	4			✓		
Each program must provide public notice of accessibility on all program forms, brochures, etc.	4			✓		
Each program must have an accessibility grievance policy.	4			✓		
Each program must have a self-evaluation of accessibility completed and documented.	4			✓		
Each program must have an accessibility transition plan documented.	4			✓		
<b>Accommodations</b>						
Accommodated instruction must be provided for students with documented disabilities.	5					
The accommodation process must be documented for each student with documented disabilities.	5			✓		

\*NOTE: Additional information may be found in the ADCE/AED *Learning Disabilities Policy & Procedure Manual for Serving Students with Learning Disabilities and/or Attention Deficit Hyperactivity Disorder, September 1999* at <http://aalrc.org/resources/ld/policyManual/index.aspx> 1

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Accommodations should be provided to students when: a. They have disclosed that they have a disability that has been documented by a qualified professional and are eligible for accommodations under the provisions of the ADA/Section 504. b. Informal assessment has been administered and it is determined that accommodations are warranted.	5					
It is the program's responsibility to determine if a requested accommodation is reasonable; however, if the request is denied, the student has the right to file a complaint following the guidelines set forth in that program's grievance policy. If the student is simultaneously involved in two programs, the federal program's grievance policy takes precedence.	5-6					
If a state-mandated assessment is administered as part of a program's enrollment process, then that program must administer an alternative test which allows for the requested accommodations and assesses for the same or similar data.	6					
Each adult education program must have at least one copy of the <i>GED Practice Test</i> on audiocassette.	6			✓		
All forms, letters, brochures, publicity, etc. produced for the program must include a statement that the program is ADA accessible, EEOC compliant, and disability accommodations are available upon request.	6			✓		

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<b>Enrollment</b>						
All enrollment information should state the steps for enrollment and that accommodations can be provided (Section 504 of the Rehabilitation Act of 1973, 34 CFR 104.8). Include the name of the ADA Specialist/Person trained in the LD process.	8			✓		
All learning disabilities screenings are confidential and will be conducted in a private and secluded environment.	8					
Staff responsible for learning disabilities screening must have completed training re: screening for learning disabilities for the screening tool(s) they are using.	8			✓		
Transition services must be provided and include information about both individual rights and program responsibilities regarding the ADA and Section 504.	8-9			✓		
<b>Documentation</b>						
Each program will be responsible for documenting the implementation of special needs accessibility/accommodations procedures by completing Checklist #1 in Appendix B that ensures ADA/Section 504 compliance.	10			✓		
Each program will be responsible for processing a student's request for accommodations within a reasonable amount of time according to the reasonableness of the accommodation(s), but should not exceed 90 days. Furthermore, each program will be responsible for documenting the time required to process each student's request for accommodation(s).	10			✓		

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No program will have the right to deny services to any student without provision of sufficient, dated documentation that demonstrates that every effort was made to accommodate the student's disability.	10					
<b>Instructional Procedures/Methodologies</b>						
Each program must provide instructional procedures and methodologies for students with learning disabilities that meet the stated requirements in the policy manual.	10					
<b>Determining Appropriate Educational Placement</b>						
Each student must be appropriately evaluated by the local adult education or literacy program (LEA) in accordance with IDEA/ADA/Section 504 before a decision is made which concludes that the adult education or literacy program is an inappropriate service.	11					
<b>Material and Resources</b>						
Each program will establish set-aside funding to purchase appropriate materials and resources for students with special learning needs.	12			✓		
<b>Confidentiality/Privacy Issues</b>						
Each program must be in compliance with the <i>Family Education and Rights to Privacy Act</i> (FERPA, Public Law 101-336).	16					
Each program must have <i>Release of Confidential Information</i> forms on program letterhead.	16			✓		

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No confidential information or any other assessment information regarding a student can be shared externally (outside the center or council) for referrals or recommended testing without a signed release of information form specifying the agency representative or diagnostician to whom the information is to be released.	16					
Faxing and other electronic transfer methods (e.g., E-mail, Internet, telephone) are not permissible for transfer of confidential information.	17					
No confidential information regarding a student can be shared with the internal program's teaching, support, or administrative staff without a release of information form signed by the student or his/her parent or guardian.	17					
Each program must have all confidential information in locked files with monitored access only.	17					
Confidential information files will be maintained at the local program level for a period of not less than five years. Local policies may extend this period.	17					
Applications and enrollment forms must be free of confidential questions.	17			✓		
Any information of a confidential nature that a student discloses, whether upon initial intake, during academic assessments, through informal assessments, inventories, checklists, or writing exercises should be separated from routine paperwork and filed in the confidential file.	17					

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I, \_\_\_\_\_, verify that the information documented in this completed  
Print Name

Learning Disabilities Policy & Procedure Manual Compliance Checklist is accurate.

Signed \_\_\_\_\_

Date \_\_\_\_\_