



Special Accommodation Request

Office Of Disability Services (ODS)

How To Register with the Office of Disability Services (ODS)

Step 1

Contact the Director of Disability and Counseling Services, Kim Pearsall. Provide all documentation regarding your disability that will be helpful to expedite the process.

Step 2

Complete a Special Accommodations Form to identify accommodations that will help with your academic success. If you are unable to bring it to campus, you may scan and email the form and any related documentation to Kim Pearsall and/or Dionne Formey.

Step 3

Discuss your experiences with your disability and what accommodations you have used in the past that have been beneficial to you in the academic setting. The Office of Disability Services will let you know if further documentation is required.

Step 4

Once all documentation has been submitted and reviewed, accommodations will be approved promptly, generally within 3-5 business days. A welcome letter containing approved accommodations will be sent via email.

Step 5

The Director or Coordinator of Disability and Counseling Services will notify the Child Care Training Institute via Polk State email. Your accommodation letters state your name and approved accommodations. Your disability is not disclosed unless written permission is provided.

Step 6

To request usage of approved accommodations, contact the Child Care Training Institute Program Coordinator, Tracy Tanner, at ttanner@polk.edu no later than two weeks before the scheduled examination date.

Please note that some approved accommodations may only be available during a special testing session. In these cases, staff must complete the exam registration on the requester's behalf through the administrative system. To ensure that approved accommodations are arranged and implemented properly, contact the Program Coordinator before registering for an exam. Doing so will help prevent scheduling conflicts and avoid delays in the accommodation process.

DUE TO EXAM SESSION TIME CONSTRAINTS:

The following number of exams must be limited to the following per exam session:

High School Exam Session

No more than two exams per session if extra time or verbal exam is requested.

Regular Exam Session

If extra time is requested, the following exam limits apply:

SATURDAY

(7-exam max)

No more than three exams

SATURDAY

(5-exam max)

No more than two exams

FRIDAY

(4-exam max)

No more than two exams

Special Session

Verbal exam, or
medical device only.

No more than two exams

REFERENCE:

<https://www.polk.edu/compliance-for-equal-opportunity-and-accessibility-services/disability-services/>

CONTACT:

Kim Pearsall, Director of Disability and Counseling Services: 863.669.2309 | kpearsall@polk.edu

Dionne Formey, ADA Coordinator, Disability Services: 863.292.3759 | dformey@polk.edu

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