



Special Needs Accommodations for the National TSA Conference

General Information

Accommodations for Competitions

It is the intent of the Technology Student Association (TSA) that all students be provided fair and equal access to the events/competitions offered at the national TSA conference. TSA acknowledges the needs of students with disabilities who receive special education services through an Individualized Education Plan (IEP) under the Individuals with Disabilities Education Act (IDEA), or who qualify for modifications through a Service Agreement under Section 504 of the Rehabilitation Act of 1973.

Specific accommodations mandated by a student's IEP or Service Agreement that would *not* change the essential nature of the event/competition will be allowed in middle school and high school competitions. These accommodations may include, but are not limited to, the use of readers; communication devices; enlarged print; change of location for taking tests; clarification of instructions; additional time for completion of an event; or any other applicable accommodation specified in the student's IEP or Service Agreement.

Guidelines for Requesting Accommodations

Students requesting accommodations must complete, or have their parent or guardian complete, the national TSA Special Needs Accommodation Form (page 2). This form must be signed by: 1) a school administrator; 2) the TSA advisor; and 3) the student's parent or guardian. The signature of the school administrator will validate the existence of a current IEP or Service Agreement. Each event/competition in which the student plans to compete must be indicated on this form.

Once TSA receives the completed form, the TSA executive director will review it to consider and approve the accommodation(s) requested. Following the executive director's approval, TSA chapter advisors will be notified of the reasonable accommodation(s) that need to be made to ensure the student's participation in each event/competition. Please direct questions or concerns to Dr. Rosanne White, Executive Director: 888-860-9010 or rwhite@tsaweb.org

So that TSA can meet the respond to requests for accommodations, please be sure to follow the steps below:

1. Complete the TSA event registration by or before the competition deadline for the national conference.
2. Complete one TSA Special Needs Form **per student**, stating the specific accommodation(s) required for each event in which the student with special needs will compete.
3. Make sure that each form has all the necessary signatures.
4. Mail, scan/email or fax completed form(s) to the national TSA office. Forms must be received by **May 21, 2018**.

Requests for Sign Language Interpreters

In compliance with the Americans with Disabilities Act, TSA provides the services of a sign language interpreter for deaf or hard of hearing students for the conference general sessions, if the request is prior to the conference. To request a sign language interpreter, please notify the national TSA office **in writing** – via letter; email to the executive director (rwhite@tsaweb.org) or fax: 703-758-4852, **by May 1, 2018**. No Special Needs Form is required for this request.

Technology Student Association
1914 Association Drive, Reston, VA 20191-1540
Phone: 703-860-9000; Toll free: 888-860-9010; Fax: 703-758-4852
www.tsaweb.org



TSA Special Needs Accommodation Form (Confidential Information)

Please use one form for each student needing accommodation(s).

Student's Name _____

Name of School _____

City _____ **State** _____ **ZIP** _____

The above named student has a current Individualized Education Plan (IEP) or Service Agreement on file in his or her school, and requires specific accommodations, as indicated on the previous page, in order to compete equitably in national TSA competition. All accommodations are subject to the approval of the executive director and must be based on those mandated by the student's IEP or Service Agreement.

School Administrator Name _____

Signature* _____ **Date** _____

School Administrator Position _____

School Administrator Phone _____

TSA Advisor Signature* _____ **Date** _____

Parent/Guardian Name _____

Phone (Daytime) _____ **(Evening)** _____

Parent/Guardian Signature* _____ **Date** _____

**Indicates required signatures*

Name of TSA Competitive Event (Use additional pages, as needed.)

1. _____

Accommodation Requested _____

2. _____

Accommodation Requested _____
