

# Sinclair Accessibility Services for Tech Prep Students

Sinclair supports Tech Prep students that require accommodations to complete their Tech Prep assessments. Please review the following process to ensure a student is able to utilize their accommodations appropriately.

If any of the following apply to the Tech Prep course(s):

- The faculty person (and/or department policy), put a limitation on the exam time through an electronic mechanism that would not allow high school instructors to adjust this according to an IEP
- The faculty person (and/or department policy), prohibits the use of a calculator on a test or project that could not be adjusted by the high school instructor according to an IEP

Tech Prep students seeking accommodations for the above scenarios based on an IEP and ETR and/or 504 plan should work with Sinclair's Accessibility Services Office. Prior to taking the assessment, the high school (typically the Counselor or Special Education Coordinator) should:

- Send an email to [accessibility@sinclair.edu](mailto:accessibility@sinclair.edu) & [lorrie.spivey@sinclair.edu](mailto:lorrie.spivey@sinclair.edu) with Subject: Tech Prep Accommodations and include:
  - IEP and ETR and/or 504 plan
  - Student full legal name (and the name they go by, if applicable)
  - Student date of birth
  - Sinclair course they need accommodation for
  - High school instructor for the course (first name, last name, email)

Sinclair Accessibility Services will review the request, then follow up with the appropriate faculty and high school instructor with a letter indicating approved accommodations.