

Special Needs Requests  
**Information Regarding the Policy and Procedures for Special Needs Accommodation in  
West Virginia FFA Career Development Events**

Based on recommendations from the West Virginia Association of Agricultural Educators Program and Policy Committee, the following policy and procedures have been implemented for processing requests for special needs accommodations for state career development event (CDE) participants. Special needs accommodations will be granted only for those with medically documented disabilities and special needs. The form used for a participant to make a special needs request is available on the WVU Career Development Events website (<http://www.aged.wvu.edu>). The details of the policy and procedure are outlined within the following steps.

**First Step:** If any advisor has a participant for a Career Development Event that has a disability for which they feel they will need to be provided an accommodation needs to complete the form entitled *Requests for Special Needs Accommodation for West Virginia FFA Career Development Events Application*. This form is available on the WVU Career Development Events website (<http://www.aged.wvu.edu>). The advisor; along with the participant, guardian, and school administrator; need to complete this form and send it to the WVU Agricultural and Extension Education Department by the CDE registration deadline. The request must be received by the deadline in order for the application to be reviewed and possible accommodations given. This means that we can make no guarantees for advisors who have add-deletes after the registration deadline that needs to request special needs assistance. Every attempt will be made to work late applications into the process but there may not be time. This is only an application for accommodation. After the application is reviewed by CDE staff further documentation will be required.

**Second Step:** Once the participants' application request for a special needs accommodation is received, the application will be reviewed and if valid evidence is shown, contact with the advisor. The advisor and participant will be sent information on the documentation that will be needed to determine what, if any accommodations can be provided in the event area. The request for documentation will be in a checklist form with instructions so that the advisor and participant know exactly what documentation will be needed to make a decision.

The advisor and participant will be given a deadline in which the needed documentation must be provided. Once again, no guarantee can be made that there will be time to process the information if it is not received by the deadline set. The documentation that will be required will be information regarding the diagnosis and limiting nature of the participant's disability. Much of this information will probably be in a student's file with the physician, psychologist, or psychiatrist that has diagnosed and treated the disability. Once all the documentation is compiled it will need to be sent to the Agricultural and Extension Education Department. If there is any further information that is needed the advisor will be contacted.

**Third Step:** Once all the documentation has been compiled and sent to the Agricultural and Extension Education Department the documentation for each request will be reviewed. A team of independent reviewers who are accredited in special needs assistance may be consulted. At

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that time it will be determined what accommodations are needed for the participant in their specific event. In some cases it may be recommended by the reviewers that no accommodation is needed.

Once the status of the participant has been determined, the advisor and participant will be notified of what accommodations are going to be provided for the participant. The advisor and participant will receive a list of responsibilities that they will need to sign and return to understand what obligations they have in the process.

**The Final Step - The Event:** CDE superintendents will be given the names and a list of accommodations for every participant in their event that has been approved to receive special needs assistance. The superintendent will not view any of the documentation but will only be made aware of the accommodations that need to be provided. CDE Superintendents and CDE Staff will recruit a core of volunteers to help facilitate the accommodations. At the start of the event the participants who have been approved for special needs assistance need to check in with event superintendent and check in any special equipment or services they are providing as a part of their accommodation.

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### ***Request for Special Needs Accommodation for West Virginia FFA Career Development Events Application***

The following information is required if there is a student that plans to participate in a West Virginia FFA Career Development Event and wishes to request an accommodation for a disability. Please complete the following information and send in this form along with your registration form by the date that certification forms are due. This information will be kept strictly confidential and will be used only to process services for participants needing special needs assistance. Additional documentation on the participant's disability may be requested upon receipt of this application.

#### ***Student Information***

Student Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Chapter Name: \_\_\_\_\_

Chapter Address: \_\_\_\_\_

City, State, & Zip \_\_\_\_\_

Chapter/School Telephone: \_\_\_\_\_

CDE area: \_\_\_\_\_

#### ***Description of Disability and Accommodations Requested***

Specific Disability: \_\_\_\_\_

Please describe the limiting nature of the disability and the accommodations requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Name (print)	_____	Advisor Name (print)	_____
Student Signature	_____	Advisor Signature	_____
Date	_____	Date	_____
Parent Name (print)	_____	School Administrator (print)	_____
Parent Signature	_____	Title	_____
Date	_____	School Administrator Signature	_____
		Date	_____

This is only an application for special needs assistance. A complete application including formal documentation request will be sent to you after we receive this special needs request form.