

## Quick Reference Special Services Guide for Welding

Effect of Special Need	Accommodation
FOR ALL STUDENTS	Tests may be re-taken until student earns required credentialing mastery score; video and “hands-on” instruction will be incorporated
Reading discrepancy	Tests may be read aloud by staff member
Writing discrepancy	Computer tests will be administered as deemed appropriate; Student may have scribe assistance
Mathematics discrepancy	Student may use calculator and formula reference sheets on assignments; extended time
Behavior Issues	Rules/safety guidelines posted on every wall of welding department; preferential seating; positive reinforcement by staff; allow use of earphones when use is not a safety or instructional issue
ADHD	Directions repeated often; modify time on tasks; positive reinforcement by staff; allow use of earphones when use is not a safety or instructional issue
Emotional Issues	Quiet room available if frustrated or upset; positive reinforcement by staff; allow use of earphones when use is not a safety or instructional issue
Hearing discrepancy	Copy of lecture notes will be made available; instructor will use microphone
English Learner Status	Tests may be given in separate room with the assistance of an interpreter; extended time
Spelling/Grammar Usage Issues	All students may use dictionaries on any assignment; Proofreading/tutoring available from counselor and Career Coach
Time issues	Tests may be taken in 2 sessions; extended time
Lack of basic clothing, fees, and supplies	Student will have an additional set of approved PPE (including footwear) available in the welding lab; Course fees will be waived when financial aid is documented according to LEA rules; Supply of non-perishable snacks and HBA will be available via the counselor’s office

