

**CLOVER PARK TECHNICAL COLLEGE  
PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY		
			5	21	HIGH SCHOOL SPECIAL EDUCATION AND 504 PLAN STUDENTS PROCEDURE
			Revised 2024		Next review 2027

**PROCEDURE**

Students with IEPs and 504 plans who come to the College for high school programs will follow these procedures:

- The student will meet with the director or entry support staff of Northwest Career and Technical High School (NWCTHS) to determine eligibility for programs, as would any other student. During the entry process, the student will be introduced to the availability of the Disability Support Services office.

To facilitate discussions that best support student success, NWCTHS requests IEP and 504 information from the home high school office during the enrollment process. The student and the NWCHTS director or entry support staff will discuss the student’s program of interest and the level of services that the student was receiving. The student may request parents, guardians or other individuals be present with them during those discussions. If requested by the student, the NWCTHS director or designee may also invite the appropriate person from the student’s home high school.

There will be three possible results from this discussion:

- a. The programs at HWCTHS and the College cannot provide the least restrictive environment for the student’s success and therefore, the student will continue at their home high school.
- b. The student can be successful at NWCTHS and in College programs with the accommodations. If these accommodations require cost to the College, there will be an agreement that the school district of residence will reimburse the College.
- c. The student can be successful in NWCTHS and in College programs with minimal accommodations that will not incur additional cost for education. This student will be enrolled with the understanding that if it is deemed necessary to provide additional accommodations that require a cost to the College, such cost will be reimbursed ty the school district of residence.

For students with IEPs and 504 Plans who will require accommodations by the College and NWCTHS, faculty and staff will work closely with the College’s disability support services personnel. All accommodations that occur on the College campus will be coordinated through that office.

APPROVAL:

By: Dean Kelly  
Vice President for Student Success

Date: 11/25/24