

February 19, 1998

MEMORANDUM

TO: Vice Presidents/Deans  
Academic and Student Services

FROM: Elizabeth Lambert Johns, Vice President  
Academic and Student Services

SUBJECT: AMERICANS WITH DISABILITIES (ADA)  
(College Contacts)

In order to provide assistance to college personnel who have responsibilities for coordinating services for students with disabilities, we need your help. We are updating the names and e-mail addresses of ADA Coordinators and others who provide disability services to students or monitor the college's efforts to implement Section 504 of the Rehabilitation Act of 1973, and The American with Disability Act of 1990.

A reporting format has been designed and can be accessed by your System's Administrator (SA). Please give the name(s) and e-mail address to your SA. (When changes in staffing responsibility for this function occur, please notify your SA.)

If you have questions, please contact your System's Administrator. If the SA has any questions, ask the person to contact Larry Butts at the System Office.

Please complete this task as soon as possible, but no later than March 2, 1998. Your assistance is greatly appreciated.

ELJ/MJ/jw

c: Presidents  
H. Martin Lancaster  
Morris Johnson  
Larry Butts

CC-98-060