



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

August 31, 2000

RESPONSE DEADLINE: SEPTEMBER 14, 2000

MEMORANDUM

To: Disability Services Coordinators

From: Karen Yerby
Associate Director, Student Development Services

Subject: Request for Assistance

I know everybody is very busy with the start of a new year, but in trying to meet your needs and the needs of the students you serve, I am asking for assistance. Please scan my requests below and communicate this information by Thursday, September 14.

- 1) Please send current directory information regarding the position of disability services coordinator, or related position, on your campus. We need name, title, college, telephone extension, and e-mail address.
- 2) I think it is imperative to form an advisory board for disability services and I am asking for volunteers. Hopefully, we can create a board representative of large and small colleges, and urban and rural areas. Because not all disability services coordinators are members of the N3CSDPA, we want to assemble a group inclusive of everyone. If you are interested in making a system-wide impact on disability services for our students and wish to serve in this capacity please let me know.
- 3) Lastly, as practitioners, what information would **you** like included in a resource manual for disability services? Topics thus far include documentation, ADA law and federal regulations, recommended accommodations, tips for instructors, resources, student responsibilities, policies and procedures, and examples of forms. Any input, ideas or suggestions will be most welcome.

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Please contact me at 919-733-7051, ext. 462, or yerbyk@ncccs.cc.nc.us. Thank you for your assistance. *Good luck on your new school year!*

cc: Presidents
Dr. Delores Parker
Dr. Janyth Fredrickson
Mr. Ken Whitehurst

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