



ADA Accommodations Office
2601 Carson Road
Birmingham, AL 35215
Office: 205-856-6077
Email: ada@jeffersonstate.edu

Instructor Check List for ADA Accommodation Letters:

_____ Did I check my A#@alabama.edu/JSCC email for ADA Accommodation Notification Letters?

_____ Did I read the ADA Accommodation Notification Letter?

_____ Did I meet privately with the student to discuss a protocol for implementing the accommodations before acknowledging the letter through the ADA Accommodations portal?
Ex. Extended time or distraction reduced testing environments.... when, where, etc.

_____ Did I make note of all the accommodations requested by the student for my course?

_____ Are there any accommodations listed that I am unsure how to implement? Do any of the approved accommodations fundamentally alter the essential functions or reduce the curricular standards for the course? If so, contact the ADA Accommodations Office for assistance. ada@jeffersonstate.edu

_____ If test proctoring assistance is needed; For information and instructions, please refer to the test proctoring form on the ADA Accommodations office website by selecting "Forms for Student Use".

_____ Have I placed reminders on my calendar to make certain that I am providing the required accommodations throughout the entire semester?

* _____ For internet courses, have I adjusted the student's allotted time for all exams/quizzes in the learning management software? For assistance, contact the Distance Education staff.
Latonya Jones, latonya.jones@jeffersonstate.edu or Valerie McCombs-vmccombs@jeffersonstate.edu

* _____ Have I checked my online documents for accessibility utilizing the software application provided by Distance Education? Have I provided brief descriptions of images (Alternate Tags)?

* _____ Am I using easily readable fonts such as Arial or Times New Roman?

* _____ Have I only posted audio content that is captioned and checked for 99% accuracy?

Still have questions?

ada@jeffersonstate.edu #205-856-6077