Sighted Aide Policy

Disability Support Services (DSS) will coordinate sighted aide services for students with a documented disability who have been approved for this accommodation through the DSS Office. The following identifies the responsibilities of the student and DSS if the student chooses to utilize the sighted aide accommodation.

Student Responsibilities:

* Request sighted aide services for classes a minimum of six weeks prior to the start of the quarter. You understand that requests made with less than six weeks' notice may be difficult to fill. You must notify DSS immediately of any changes to your class schedule;
* Notify DSS within a reasonable amount of time, preferably at least two weeks in advance, when requesting a sighted aide for events, appointments, or meetings outside of regularly scheduled class time;
* Utilize Priority Registration;
* Notify DSS of any difficulty with a sighted aide;
* Notify DSS, if possible, at least 24 hours in advance if unable to attend class or other appointments for which you requested a sighted aide;
* Understand that the sighted aide will only wait 10 minutes per scheduled class hour. If you do not show within that time frame or call the DSS Office to inform of late arrival, the aide will leave and report to the DSS Office for reassignment; and
* Understand that after three absences, sighted aide services may be suspended until you meet with the DSS Director or designee.

DSS Responsibilities:

* Email a letter to you outlining your approved academic adjustments; and
* Arrange for sighted aides upon request for appropriate Clark College classes, events, or meetings. Under no circumstances will Clark College be responsible for payment of sighted aide services unless authorized in advance by DSS or other authorized Clark College personnel.