



MARIAN

Process for Requesting Accommodations

Students with current Accommodation Plans:

- Incoming freshmen who are requesting accommodations should submit their documentation by July 1 of the coming school year to the Learning Services Coordinator.
- All current Marian students who are requesting accommodations should submit documentation to the Learning Services Coordinator.

Requests for learning accommodations will be considered after Marian has reviewed the following:

1. Student Assistance Team (SAT) Meeting interventions
 - Parent/guardian(s), teacher(s), and/or student can request a SAT intervention meeting. The first SAT meeting will include the parent/guardian, student, and Learning Services Coordinator. Together they will discuss concerns, needs, and interventions for the student to put into place for that quarter.
 - Follow up Study Skills Sessions with the student will be held throughout the quarter. If there is no progress, the second SAT meeting will be held by the following quarter.
 - The second SAT meeting will be held with the parent/guardian, student, Learning Services Coordinator, and teachers. Together they will discuss concerns, needs, and new interventions for the student to put into place for that quarter.
 - Follow up Study Skills Sessions with the student will be held throughout the quarter. If there is no progress, the Learning Services Coordinator will discuss academic testing and/or having student and parent talk to their doctor.
2. Academic Testing
 - Please notify the Learning Services Coordinator if the student is receiving academic testing. Academic testing can be done with students public school, Omaha Public Schools, or through a private facility.
 - If you have teacher survey forms given to you to fill out for academic testing, please give those forms to the Learning Services Coordinator.
3. Previous academic performance and testing
 - If the student has any documentation academic testing or interventions in her past history, please address those to the Learning Services Coordinator. This may help the students process to receiving learning accommodations.
4. A student's diagnosis is documented from a qualified professional.
 - If you have a current diagnosis (with in the last three years) from a qualified professional (doctor, psychologist, etc.), please provide a copy to the Learning Services Coordinator.
 - Learning Services Coordinator will contact parent/guardian to set up an Accommodation Plan meeting.

If you have any questions please contact the Learning Services Coordinator, Priscilla Trecek at ptrecek@omahamarian.org or (402) 571-2618 ext. 1130