

VHS Learning Student Accommodation Form

VHS Learning is committed to ensuring students with IEP or 504 plans receive accommodations needed for success. This form contains information that clarifies how accommodations will be implemented in our program. This form should be completed by the student's site coordinator or a member of the student's educational team. Learn about [Accommodations at VHS Learning](#) and how many supports are included in course design.

How to Complete and Submit this form

This form is a fillable PDF. Save a copy of the form for each student with an educational plan; include the student's name or initials in the file name for easy reference. Once complete, this form should be uploaded to the student profile in the Genius SIS. Do not upload IEP or 504 plan documents to the student profile or a case. These documents are not required unless requested by a member of the VHS Learning team.

Student information and information about person filling out this form

Student Name:

Name of person completing this form:

Email address of person completing this form:

Job title of person completing this form:

Does this student require accommodations in the VHS Learning Program?

Yes, as described below

No, the student's accommodations are not relevant to online learning.

Extended Time Accommodations

Does this student require extended time on timed **tests and quizzes**? Yes No

If **yes**, select either:

50% extended time

100% extended time

Does this student require extended time on **individual assignments**? (not applicable in self-paced courses)

Yes No

If **yes**, select either:

50% extended time (submit within three days of due date)

100% extended time (submit within one week of due date)

Does this student require accommodation for **discussion assignments**? Yes No

If **yes**, select all that apply:

Initial post made by end of VHS Learning week (extended from midweek requirement)

One reply to classmates by the end of the VHS Learning week (reduced from two)

No replies to classmates (reduced from two)

Other Typical Accommodations

Should this student be penalized for **errors in spelling and grammar**? Yes No

Should this student be **allowed to complete group-work individually**? Yes No
If **yes**, the teacher will set expectations for project completion.

Does this student require **workload reduction or assignment resubmission?** (not available for credit recovery courses) Yes No
If **yes**, the site coordinator should communicate with the VHS Learning teacher to explain the types of assignments that require reduction or resubmission and clarify the scope of this accommodation.

Additional Information

Does this student require **additional, specific accommodations** that must be discussed with a member of the VHS Learning team? Yes No

If yes, please submit a [support request](#) asking a member of the curriculum and instruction team to discuss this student's accommodations. **Reminder: do not upload IEP or 504 documents to the case unless requested by a member of the VHS Learning team.**

Thank you for taking the time to provide this information. It will help our teachers and our team support your student in their VHS Learning course!

VHS Learning can be reached via support request as noted above. In addition, our team is available via phone from 8 AM – 4 PM Eastern, Monday through Friday. We can be reached at 978-897-1900.

Optional Information: Do you have any additional information to share? You can provide brief notes or clarifications in the field below. **Note:** do not share diagnostic or mental health information in this form. If you have detailed information to share, please contact a VHS Learning team member as noted above.