

# IEP/504 Plan

## CCRI Driver Education Request for Accommodation Policy and Procedures

The purpose of this form is to provide you with the steps to obtain a Request for Accommodations for Individuals who have an IEP/504 Plan.

Individuals who require **IEP/504P** accommodations in a Driver Ed course should email [DriverEd@ccri.edu](mailto:DriverEd@ccri.edu), at least 14 days (about 2 weeks) prior to the course start date, or as soon as possible.

In the email subject header, please title: **Driver Ed IEP/504Plan**

Please include a point of contact Name, Phone Number, and best time to call between 8:00 a.m. and 4:00 p.m., unless email is the preferred method of communication.

The Driver Ed Coordinator will request a copy of the IEP/504P for review. Please email IEP/504Plan documents to [DriverEd@ccri.edu](mailto:DriverEd@ccri.edu).

CCRI Driver Ed courses are all inclusive to meet the learning needs of students.

We also offer a Driver Education Accommodated class, specifically for students who would benefit from a smaller classroom setting and/or have more specific direct instructional needs with a certified Special Education Instructor. Classroom max capacity is 10 students.

Additionally, we offer a Driver Education class for students who are hearing impaired at the RI School for the Deaf. This is for students who communicate through ASL (American Sign Language).

All CCRI Driver Ed Instructors are required to hold a RI Teacher certification through the Rhode Island Department of Education, and we have many that are also Special Ed certified.

Upon receipt of the IEP/504P documentation, the Driver Ed Coordinator will forward the documents to our Disability Student Services (DSS) Department for processing and a Request for Accommodations letter.

The Driver Ed Coordinator will provide you with a registration code to enroll in our Driver Ed Accommodated class or may prompt you to register for a traditional driver education class online. If time is limited, we may also reserve a spot in a course, while documentation is being processed.

After processing the documentation, DSS (Disability Student Services) will email the Driver Ed Coordinator the Request for Accommodation letter, which will then be forwarded to the Driver Ed Instructor.

## F&Q

### **1. Why is it important to provide CCRI with my child's IEP/504P?**

Driver Education is a 33-hour course designed to include important components of a comprehensive curriculum which meets National Driver Education Standards. Providing disclosure and documentation of an IEP/504P will create an opportunity for your child and the instructor to work together to improve educational outcomes.

### **2. My child has already started their Driver Education class. Is it too late to submit a request for accommodation?**

No. You may submit a request for accommodation while the course is in session. For the optimal learning experience, it is helpful to both the student and instructor if the request for accommodation is processed as soon as possible. Email documents to [DriverEd@ccri.edu](mailto:DriverEd@ccri.edu). After documents have been processed, a Request for Accommodations will be sent to the driver education Instructor.

### **3. What is the Driver Education Accommodation Class?**

The Driver Education Accommodation class is a 33-hour class that is broken into a total of 11 class sessions. Each class is 3 hours long. The classroom has a smaller teacher/student ratio of 1:10. The Driver education Instructor is a certified special educator who is trained to accommodate diverse learners' individual instructional needs. Email [DriverEd@ccri.edu](mailto:DriverEd@ccri.edu) for more information on registration through an access key code.

### **4. My child is deaf/hard of hearing impaired. Do you have a Driver education class taught in American Sign Language (ASL)?**

Yes, we have a certified driving instructor who teaches our driver education course in American Sign Language (ASL) at the Rhode Island School for the Deaf. Email [DriverEd@ccri.edu](mailto:DriverEd@ccri.edu) for more information on registration through an access key code.

### **5. My child has an IEP/504Plan, can my child enroll in a traditional driver education class?**

Yes, all our Driver Education classes are inclusive. We also have many instructors who teach our traditional driver education class and have a special education certification. Email documents to [DriverEd@ccri.edu](mailto:DriverEd@ccri.edu) . After documents have been processed, a Request for Accommodations will be sent to the driver education Instructor.

### **6. How long does it take to process a request for accommodation?**

Typically, the turnaround time is 24 business hours, but depending on the time of year, it may take up to 7-14 days (about 2 weeks).