

Dual Enrollment Procedure

It is important to remember that the Individualized Education Plan (IEP) or 504 Plan does not continue to college or the workplace. Some accommodations provided at the high school may also be appropriate at the college level. However, at the high school, there may be supports and services provided that go beyond reasonable accommodation and would not be appropriate at the college level.

Student Disability Services (SDS) Dual Enrollment Application

1. Special Education (SPED) Coordinator should contact Student Disability Services (SDS) Staff or Director for application at 901-333-4223 (Macon Campus) or 901-333-5523 (Union Campus) or by email: cgipson2@southwest.tn.edu , aprewitt5@southwest.tn.edu or sds@southwest.tn.edu
2. Family Educational Rights and Privacy Act (FERPA) Consent should be signed by students' parents to release information to SDS.
3. SPED Coordinator will send IEP or 504 Plan along with FERPA consent. Note: SDS will not accept At-A-Glance as documentation.
4. SDS staff will fill out application and intake process form based on documentation. Letter of Accommodations (LOA) will be sent to SPED Coordinators who will send them to students.
5. Students that 17 years of age and younger should not sign off on LOAs. Students must get the LOA signed by their parent/guardian **and** their professors. They will return the LOA to the SPED Coordinator who will then email it to SDS.
6. Signed LOAs should be returned within 15 days of SDS sending them to the SPED Coordinator.

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Director of Student Disability Services

Amanda D. Prewitt

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