

**PERSONAL ATTENDANT/ASSISTANT PROCEDURE AND AGREEMENT**

Virginia Western Community College (VWCC) makes every effort to accommodate eligible students with documented disabilities. The responsibility of securing a Personal Attendant(s)/Personal Assistant(s) belongs with the student and should occur in advance of the starting date each semester. Virginia Western Community College assumes no coordination or financial responsibilities for Personal Attendants/Assistants.

**Please note:** Each classroom has a maximum capacity which is a consideration when requesting an attendant accompany a student to class. Student requestors need to contact the Office of Disability Services (ODS) as early as possible, for confirmation.

**THE PROCESS FOR APPROVAL OF A PERSONAL ATTENDANT MUST INCLUDE THE FOLLOWING:**

1. The VWCC student requestor must be registered with ODS and have a current *Accommodation Access Plan*.
2. Student requestors should make arrangements for an attendant in advance with ODS and maximum classroom capacity must be verified. A new request should be made each semester.
3. ***The attendant MUST provide a valid copy of their ID / Driver's License and sign/date this form before attending any VWCC classes. Attendants who are not VWCC students will be required to provide proof of background check to the Office of Disability Services. The documents must be on file with ODS.***
4. Information regarding the attendant will be provided to the instructor of each class, each semester.

**PERSONAL ATTENDANT/ASSISTANT AND STUDENT WILL UNDERSTAND AND ABIDE BY THE FOLLOWING RULES:**

- Attendants are not responsible for a student's academic progress.
- When in the classroom, the attendant is a silent observer and will strive to be minimally distracting to the classroom environment.
- Attendants cannot provide answers or assistance with quizzes, tests, and in-class assignments. In addition, they should not participate in class discussions or lectures.
- Attendant and student cannot engage in unnecessary conversations or disrupt the learning environment in any way.
- Personal attendants/assistants, as well as the student they are assisting, are responsible for abiding by Virginia Western Community College's Code of Conduct as detailed in:  
<http://www.viriniawestern.edu/about/policies/l-21.php> and <http://www.viriniawestern.edu/about/policies/docs/V-2.pdf>

**THE PERSONAL ATTENDANT/ASSISTANT AND STUDENT HAVE REVIEWED THE PROCEDURE AND AGREE TO ABIDE BY THIS AGREEMENT:**

Student Name (print)	Student Signature
Student ID #	Date
Attendant Name (print)	Attendant Signature
Attendant Student ID # (where applicable)	Date
Attendant Phone Number	Attendant Email Address

CLASSES/CAMPUS LOCATION FOR WHICH THE ATTENDANT/ASSISTANT WILL BE ACCOMPANYING STUDENT:

Semester/Year: \_\_\_\_\_

Class/ Campus Location	Days	Time	Instructor (where applicable)

Office Use:

\_\_\_\_ BGC \_\_\_\_ DL

Today's date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_