

1. Click the FERPA agreement

**JALC**

Home » Instructor Homepage » **Instructor Authentication Page**

Home » DSS's Main Website

**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

**Log Out**

**INSTRUCTOR AUTHENTICATION PAGE**

Username: jodiehines

**REMINDERS**

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

**FERPA (Confidentiality Statement)**

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

**Reminders:**

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

**Continue to View Student Accommodations**

**NEED HELP?**

Access Tutorials  
Contact Our Office  
Read Disclaimer

**DISABILITY SUPPORT SERVICES**

**John A Logan College**  
700 Logan College Drive  
Carterville, IL 62918

Website: [Visit Us](#)  
Email Us: [Disability@jalc.edu](mailto:Disability@jalc.edu)

Phone: (618) 985 - 2828  
Fax: (618) 985 - 6610

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2. In the "Overview" tab, it will pull up all students who have been approved for accommodations in your class.

**JALC**

Home » Instructor Homepage » **Overview**

Accommodation Requests Search Students' Eligibilities

Previous Term Term: Spring 2024 Next Term

Click to Expand Advanced Search Panel

Sort Result: **Last Requested (Newest F)** Sort

**LIST OF STUDENTS WHO REQUESTED ACCOMMODATION**

Legend:

- NOTE: Class notes
- FB: Frequent Breaks
- TEST: Testing Accommodations
- COMP: Computer
- SEAT: Preferential Seating

Export Search Result To CSV (Comma-Separated Values) File

For Accommodation Export, Sort Column by: **Alphabetically** Accommodation Requests

View	CRN	SBJ	CRS	SEC	Student's Full Name	NOTE	COMP	FB	SEAT	Test	Request Date	Last Updated	Status
<b>View</b>	1584	BUS	135	V1	Student Name					Yes	01/05/2024	01/08/2024	Emailed

3. If you click "View", you will see the accommodation letter that was also emailed to you.

Notification Letter



Student Name- BUS 135.V1 - OFFICE LANGUAGE SKILLS (CRN: 1584)

academic accommodations are to be provided pursuant to John A Logan College Board Policy and all applicable laws, including the Americans with Disabilities Act (ADA), as amended (ADAAA), and Section 504 of the Rehabilitation Act.

This student's information must be kept confidential.

Accommodation letters are legal documents that should not be adjusted or altered. Do not add, delete, or change any items on this accommodation letter.

We encourage students to speak with their professors about their accommodations. The accommodations are effective upon faculty receipt of the accommodation letter.

Please contact the advisor listed at the bottom of this letter if you have any questions about these accommodations.

**For the above-referenced course during this semester, the following academic accommodations are necessary to maximize the student's accessibility and/or participation in your class.**

Please complete the **Alternative Testing Contract** (or copy and paste the following link to your browser: <https://bona.accessiblelearning.com/JALC/TestingAgreement.aspx?ID=10427&CID=72643&Key=yClxjy3T>), you will need to complete it before students can schedule exams.

**If you are teaching a Dual Credit course that is located on a high school campus, you do not need to complete the contract.**

If you have any questions, please contact the DSS Office at 618-985-2828 ext. 8289

1. **Testing Accommodations** ([Read More](#))

- **Extended Time (Double)**  
Student receives double time on all tests and quizzes. This is double the amount of time the rest of the class receives.

Faculty: All paper/pencil exams will need to be taken to the Learning Lab.

Online exams will need the extended time added to them but do not need to be taken to the Learning Lab.

**Students- It is your responsibility to schedule exam with Learning Lab prior to 11:59pm the night before exam.**