

# Overview

## **Accommodating Adults with Disabilities in Adult Education Programs**

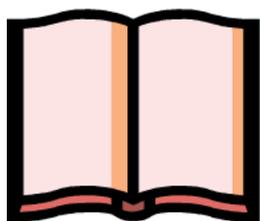
### Notebook Overview

University of Kansas  
Center for Research on Learning  
Division of Adult Studies

This Overview is a component of the "Accommodating Adults with Disabilities in Adult Education Programs" Notebook, developed through a project funded by the USDE National Institute on Disability and Rehabilitation Research.

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# Annotated List of Notebook Materials

**Product:** *Adult Educator Handbook of Rights and Responsibilities (AE Handbook)*

**Audience:** Administrators, instructors, trainers and other related personnel

**Use:** To get information about legal definitions, suggested practices, and responsibilities of programs

**Summary of Content:** Main text provides legal definitions of disability and accommodation and related concepts; explanations of program and learner rights and responsibilities; and a review of pertinent legislation as well as suggested practices and resources.



Pull-out information includes a quick reference chart of questions and answers about legal issues, guidelines in determining program qualifications, a sample code of conduct, and communication and facility accessibility checklists.

**Product:** *Handbook of Rights and Responsibilities of an Adult Learner with a Disability (Learner Handbook)*

**Audience:** Adult learners with disabilities who have reading skills at or above 6th grade level

**Use:** A handout for students to find out their legal rights and responsibilities in requesting and obtaining an accommodation

**Summary of Content:** Definitions of what a disability and an accommodation are and pertinent legal information

**Other Information:** This handbook is also available in Russian and Spanish translations as well as alternate formats such as large print and audio tape. In addition, a simpler trifold brochure with similar information is available in English, foreign language (Russian, Spanish, Hmong, Vietnamese and Somali) and alternate formats, such as audiotape and braille. The trifold is designed for persons with low reading skills (< 6th grade).



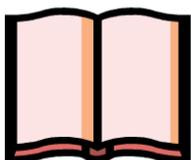
The handbook and trifold can be distributed as handouts to all students, or as a review guide for one-on-one discussions with students. The instructor will have to exercise some judgment as to the reading and comprehension level of the learner in question.

**Product:** *Adult Educator's Procedural Guide to Accommodating Learners with Disabilities (Procedural Guide)*

**Audience:** Instructors and other direct service staff

**Use:** To provide a step-by-step process for confirming a disability, determining functional needs, and selecting, using and monitoring accommodations

**Summary of Content:** Contains five components with specific steps to guide practice, from confirming a disability to selecting and monitoring use of an accommodation. Also includes: instructor tips; sample forms and overhead masters; interview protocols and handouts for adult learners; and matrices of possible accommodations.



**Product:** *TARGET Self-Advocacy Strategy (TARGET)*

**Audience:** Adult educators

**Use:** To teach self-advocacy skills useful in various settings to adult learners with disabilities. Can be taught in one-on-one or group format, and as a series of structured lessons or independent activities



**Summary of Content:** A curriculum that includes an Instructor's Manual and Cue Cards for learning and using the strategy

**Other information:** Adult educators may also find parts of this strategy helpful for students without disabilities

**Product:** *Compendium of Materials and Resources (Compendium)*

**Audience:** Adult education administrators, instructors, and volunteers

**Use:** To obtain additional information about specific accommodations, products, legal issues, funding, or disabilities



**Summary of Content:** Accommodation descriptions by functional need; information on assistive technology; a listing of catalogues; materials and resources on legal issues, accommodations, products, alternative funding, and specific disabilities.

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# What's Where: Quick Reference Chart for Notebook Materials

What do  
you need



Where to  
find it




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<ul style="list-style-type: none"> <li>• Legal information for programs</li> </ul>	Adult Educator Handbook of Rights and Responsibilities
<ul style="list-style-type: none"> <li>• Legal information for enrollees</li> </ul>	A Handbook of Rights and Responsibilities of an Adult Learner with a Disability and Trifold brochure
<ul style="list-style-type: none"> <li>• Checklist for facility accessibility</li> </ul>	Adult Educator Handbook of Rights and Responsibilities
<ul style="list-style-type: none"> <li>• Sample ADA/504 Public Notice</li> </ul>	Adult Educator Handbook of Rights and Responsibilities
<ul style="list-style-type: none"> <li>• Strategy for teaching self-advocacy skills</li> </ul>	Self-Advocacy Strategy: TARGET
<ul style="list-style-type: none"> <li>• Step-by-step guide to providing accommodations</li> </ul>	Adult Educator's Procedural Guide to Accommodating Learners with Disabilities
<ul style="list-style-type: none"> <li>• Information about specific disabilities</li> </ul>	Procedural Guide, Functional Needs Assessment Component
<ul style="list-style-type: none"> <li>• Detailed information on assistive technology and/or specific accommodations</li> </ul>	Compendium of Materials and Resources
<ul style="list-style-type: none"> <li>• List of catalogs</li> </ul>	Compendium of Materials and Resources
<ul style="list-style-type: none"> <li>• Additional resources on:  <ul style="list-style-type: none"> <li>legal concerns</li> <li>types of accommodations</li> <li>specific products</li> <li>alternative funding</li> <li>specific disabilities</li> </ul> </li> </ul>	Compendium of Materials and Resources

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# Technical Assistance for Notebook Materials



If you have questions about implementing the notebook materials at your program that cannot be answered by reading the Implementation Guide, you may contact project staff at:

Accommodations Project  
Division of Adult Studies  
1122 West Campus Road  
JR Pearson Hall, Room 517  
University of Kansas  
Lawrence, KS 66045

phone: (785) 864-4780  
fax: (785) 864-5728

internet: [das.kucrl.org](http://das.kucrl.org)

In addition, project staff are available to provide on-site professional development on the notebook materials. An initial five hour introductory session is conducted, with a follow-up visit three to four weeks later for specific implementation assistance. Call the number listed above for more information.

