

Cabrillo College  
Accessibility Support Center

STUDENT REQUEST FOR AUXILIARY AIDES/PERSONAL SERVICE ATTENDANT

Name of Student \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Student ID \_\_\_\_\_ Phone Number \_\_\_\_\_

The above student is requesting an extra seat for the use of an auxiliary aide/personal service attendant during the following semester:

- Fall Year \_\_\_\_\_
- Spring Year \_\_\_\_\_
- Summer Year \_\_\_\_\_

in the following courses:

Course Title	Section Number	Instructor
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**The following documentation from a qualified professional must be attached:**

- Verification of student's current functional limitations of the diagnosed disability
- Evidence how the limitations relate to the need for an auxiliary aide/personal service attendant as a reasonable accommodation in a college setting

The following agency/entity will be hiring, training and supervising the aide/attendant:

Name of agency/entity \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

***Please submit to ASC Director or ASC Counselor, room 1073***

The following ASC Director/Counselor is authorizing the requested aide/attendant:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Cabrillo College makes every reasonable effort to accommodate individuals with disabilities as addressed by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. In keeping with this commitment, Auxiliary Aides/Personal Service Attendants will be allowed entrance into the classroom.

A qualified student who requires auxiliary aide/personal care services must make arrangements to provide for his/her own auxiliary aide/personal attendant care service. The college does not assume coordination or financial responsibilities for auxiliary aides/personal attendant care services.

The student and attendant will sign the Auxiliary Aide/Personal Service Attendant agreement below. Copies will be provided to the student, attendant, instructor(s), and the Accessibility Support Center.

Auxiliary Aides/Personal Service Attendants are:

- Responsible for personal care duties such as turning pages, retrieving books, taking off coats, etc. ASC staff, **not** the Auxiliary Aide/Personal Service Attendant, will be responsible for assuring that all classroom accommodations such as notetaking, proctoring or in-class writing are provided.
- To remember that any problems or concerns about the student's performance or attendance should be directed to the student.
- Not responsible for the student's progress or behavior.
- To avoid non-related classroom conversations with the student during class.
- Expected to encourage their clients to actively participate in the class or in conversations between the student and faculty, staff, and/or other students and remain neutral and silent throughout any of these exchanges.
- To avoid discussing any confidential information about the student with faculty, staff, and/or other students.
- Expected to follow the College's Student Code of Conduct.

I understand and agree to the guidelines as outlined above.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Auxiliary Aide/Personal Service Attendant

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASC Director or ASC Counselor

\_\_\_\_\_  
Date