



Dual Credit Agreement 2025-2026

This Dual Credit Agreement (hereinafter referred to as “Agreement”) is made and entered into by and between the Central Texas College, at 6200 West Central Texas Expressway, Killeen, TX 76549, (hereinafter referred to as “CTC”), and **Killeen Independent School District**, located at 200 N. WS Young Drive, Killeen Texas 76543-4025 (hereinafter referred to as “ISD”), collectively referred to as the “Parties”, pursuant to the authority granted in compliance with section 29.908 of the Texas Education Code.

1) TERM

This Agreement shall be in effect from August 1, 2025 to July 31, 2026.

2) OVERVIEW

CTC is dedicated to serving students and communities by fostering collaborative partnerships with school districts. A major initiative promoting a college-going and college graduation culture is the Central Texas College Dual Credit Program, which complies with the rules set forth by the State of Texas [TAC title 19, Chapter 4, Subchapter D, Rule § 4.84] for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students.

3) PURPOSE

The purpose of this Agreement is to specify the roles and responsibilities of CTC and the ISD participating in the Dual Credit Program.

4) DUAL CREDIT PROGRAM DEFINITION

- A) Dual Credit: a program for eligible high school students to complete college course(s) and receive credit from both the college and the high school under Texas Education Code, §130.008, and/or complete college courses offered by an institution of higher education, for which a high school student may earn credit toward satisfaction of:
1. a career and technical education course that satisfies a requirement necessary to obtain an industry-recognized credential or certificate or an associate degree;
 2. a foreign language requirement at an institution of higher education
 3. a requirement in the core curriculum, as that term is defined by Texas Education Code, §61.821, at an institution of higher education; or
 4. a requirement in a field of study curriculum developed by the coordinating board under Texas Education Code, §61.823.

5) COLLABORATION

- A) It is mutually recognized that CTC and ISD have certain objectives in common:
 - 1. educating and training students in preparation for future education and future employment.
 - 2. providing ISD students with the highest quality educational opportunities.
 - 3. ensuring accessibility to education in the most economical means possible.
- B) CTC and the ISD agree as follows:
 - 1. CTC and ISD officials will work collectively to provide the necessary information to ensure that an effective college course schedule is created and maintained.
 - 2. Adjustments to the schedule will be made as needed. CTC reserves the right to cancel courses due to low enrollment. Course cancellation decision will be made prior to the first day of class. Late registration for classroom courses is permitted for a limited time after class begins. Consult local schedules for exact dates. Students who complete registration after classes begin are not excused from meeting attendance or academic requirements and must arrange with the instructor to make up missed classes.
 - 3. The minimum for college courses taught during the school day, by dual credit instructors is 8 students per section. The CTC liaison is the Associate Dean of Dual Credit Programs and the Coordinator of Dual Credit Programs. The Killeen ISD Director of Innovative Programs and STEM is the School District liaison.
- C) Each semester, a CTC Dual Credit Registration Request Form must be used to document all students' requests for enrollment in college courses and follow the review and approval process established by CTC and the ISD. TSI scores and high school transcripts must be submitted with the Registration Request Form.

6) STUDENT ELIGIBILITY

- A) Student eligibility is determined by the requirements outlined in the Texas Administrative Code, *Rules Applying to All Public Institutions of Higher Education in Texas*, Chapter 4 Subchapter D, §4.85 (b)1-5.
- B) The current Central Texas College Course Catalog shall determine all admission and registration requirements.
- C) CTC requires ISD to follow all CTC enrollment procedures and guidelines for dual credit students.
- D) Students may be enrolled in dual credit courses only with the consent of the ISD and approval by CTC.

7) ELIGIBLE COURSES

- A) In accordance with Texas Education Code 130.008(a-1) and 28.0095(a)(3), eligible dual credit courses must be:
 - 1. In the college core curriculum

2. a career and technical education course listed in the Workforce Education Course Manual (WECM); or
 3. a foreign language course; or
 4. a requirement in a field of study curriculum
- B) All college courses offered for dual credit shall:
1. Comply with the rules and regulations of the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC);
 2. Adhere to the descriptions and content as specified in the current edition of the Academic Course Guide Manual or the Workforce Education Course Manual; and
 3. Provide advanced academic instruction that enables students to master the Texas Essential Knowledge and Skills for the corresponding high school course.
 4. Developmental courses and those classified as remedial in orientation are not eligible for dual credit.
- C) An approved list of dual credit offerings shall be provided by CTC and the ISD and included in Attachment 1. The list shall be amended annually by CTC, in partnership with the ISD, and any revisions are hereby incorporated into this Agreement.
- D) All students shall be placed on a CTC degree plan or certificate of completion plan, as applicable. The number of credits required for a CTC degree shall not exceed 60 credits, and full-time dual credit students may complete an associate degree within two years. Under special circumstances, dual credit eligible students may be permitted to earn more than 60 credits with prior written approval from both CTC and the ISD.

8) LOCATION OF CLASS AND TEACHING ENVIRONMENT

A) Location

1. CTC offers dual credit distance learning courses to ISD on high school campuses located in Killeen, Texas.
2. CTC offers dual credit courses to ISD through in-person instruction at the following campuses:
 - a) Chaparral High School, 4400 Chaparral Road, Killeen, Texas 76542
 - b) Ellison High School, 909 East Elms Road, Killeen, Texas 76542
 - c) Harker Heights High School, 1001 East FM 2410 Road, Harker Heights, Texas 76548
 - d) Killeen High School, 500 North 38th Street, Killeen, Texas 76543
 - e) Shoemaker High School, 3302 South Clear Creek Road, Killeen, Texas 76549
3. CTC offers dual credit courses to ISD at the CTC campus located at 6200 West Central Texas Expressway, Killeen, Texas, 76549.

B) Teaching Environment

1. The ISD will provide classroom space, equipment, and other peripherals on its campus as needed and applicable to enhance the education process.
2. The ISD will provide computers for instructional coursework for CTC distance learning courses.
3. CTC will provide classroom space, equipment, and other peripherals on its campus as needed and applicable to enhance the education process.

9) STUDENT COMPOSITION OF CLASS

- A) Dual Credit Classes, held in-person on the high school campus, may only be taught with dual credit high school students enrolled.
- B) A dual credit course may be composed of dual credit students only or of a mixture of dual credit and college students. All such enrollments shall be governed by the criteria set forth in Title 19, Texas Administrative Code, *Rules Applying to All Public Institutions of Higher Education in Texas*, Chapter 4, Subchapter D, Section 4.85(d)1-3 and SACSCOC rules relating to Dual Credit.

10) FACULTY SELECTION, SUPERVISION, EVALUATION, DEVELOPMENT

- A) Faculty members must meet the minimum requirements of CTC and the Southern Association of Colleges and Schools, Commission on Colleges. Approval procedures outlined in CTC Instructor Qualification and Approval Procedures; Human Resources Policy #160 will be followed. CTC will hire or qualify all instructors to teach the courses subject to the terms of this Agreement. Each approved Dual Credit Instructor will be supervised by the College's respective department chair or designee and be evaluated and monitored to ensure quality of instruction and compliance with CTC's policies and procedures, in accordance with the standards established by the State of Texas and SACSCOC.
- B) ISD faculty approved as Dual Credit Instructors will be cleared by CTC's office of Human Resources to teach college courses.
- C) The certification process outlined in Texas Education Code Chapter 22, administered by the Texas Department of Public Safety, is a mandatory requirement for all Dual Credit Instructors. CTC will confirm ISD campus assignment of dual credit teachers with the ISD campus administration prior to notifying the teacher of assignment
- D) Dual Credit Instructors will submit all required reporting documents such as roster verifications, student learning outcome results, syllabi/section outlines, and submission of grades (pass/fail and numeric) by deadline(s) set by CTC.
- E) Dual Credit Instructors will provide students with the course syllabus on the first day of class.
- F) Dual Credit Instructors will alert the department chair immediately if there is an issue with equipment or textbooks.
- G) Dual Credit Instructors will follow the curriculum provided by CTC.

- H) Dual Credit Instructors will follow the protocol for communicating with the department chair on any grading or student concerns.
- I) Dual Credit Instructors will maintain communication with the department chair throughout the semester.
- J) Dual Credit Instructors will attend training provided by CTC.
- K) Dual Credit Instructors must comply with CTC faculty training/certification requirements.
- L) Dual Credit Instructors must communicate with dual credit students through CTC email or Blackboard.
- M) CTC will pay Killeen ISD for Dual Credit instruction provided by Killeen ISD teachers.
- N) All dual credit faculty will conform to all CTC policies and procedures.

11) COURSE CURRICULUM, INSTRUCTION, AND GRADING

- A) CTC will ensure that all dual credit courses, whether taught at CTC, online, blended or at the ISD are equivalent with respect to curriculum, materials, instruction, method, and rigor as those courses offered at the CTC Central Campus. The quality and rigor of the dual credit courses will be sufficient to ensure student success in subsequent courses.
- B) CTC will report numerical grades for courses to designated ISD staff based upon an agreed-upon grade reporting calendar provided by the ISD. If an instructor misses the grade report deadline, the ISD will be notified, and grades will be sent upon receipt from the instructor. Grade changes will be reported by student name and course. CTC and ISD utilize different grading scales. As a result, students receiving a final grade of 60 or higher in the college course will receive high school credit for the course.
- C) CTC will provide a list of textbooks 21 days in advance of the start of the semester for college courses taught by CTC instructors at the high school campus to ensure purchase prior to the school year/term.
- D) The ISD will ensure that all dual credit students have books ~~on~~by the first day of class.
- E) To accommodate exchange of information among CTC, ISD teachers instructing college courses will receive e-mail accounts from respective institutions.

12) ACADEMIC POLICIES, ADVISING, AND STUDENT SUPPORT SERVICES

- A) Regular academic policies and procedures applicable to regular college courses and students will also apply to dual credit students.
- B) Course performance will be part of students' permanent academic records at CTC and ISD.
- C) Students are subject to the rules of conduct, plagiarism, and disciplinary standards published in the CTC Course Catalog and are subject to the penalties defined by such standards.

- D) Students must adhere to CTC's census date policy by completing an academically related activity (graded or non-graded) prior to the census date. Students that do not adhere to the policy are subject to being dropped.
- E) Students are required to provide their valid social security number on their admission application. If student is not a U.S. citizen or permanent resident, student must provide the state-approved alternative student identification number. Refer to the Data Sharing section for additional information that ISD is required to provide.
- F) CTC Academic advising will be available to all students throughout their enrollment with CTC. In addition, CTC support services, such as the library services, tutoring, etc. are offered to students as needed and applicable, with the goal being the student successfully completing the dual credit courses.
- G) ISD will ensure that the registered courses for students are in the students' Individual Graduation Plan.
- H) ISD will ensure approved CTC courses count toward required credit for high school graduation.
- I) CTC and ISD shall coordinate and participate jointly in parent and student information sessions, college visits, counselor training workshops, and other activities as set forth herein.
- J) CTC will provide an orientation for first-time dual credit students.
- K) CTC's Disability Support Services (DSS) office provides reasonable accommodations to students in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. In order for students with disabilities to receive accommodations from CTC, student must initiate contact and provide CTC's DSS office with the current (within three years of enrollment at CTC) documentation of disability. The Disability Support Services Documentation Criteria Checklist can be found as Attachment 2 to this Agreement. Documentation consists of a statement or evaluation from an appropriate and recognized health professional. The Individualized Education Plan used for public school students does not qualify as a substitute for documentation from an appropriate and recognized health care professional. High school personnel will ensure students are aware of these requirements and instruct students who wish to seek accommodation to contact DSS at (254) 501-3006 to set up an appointment for evaluation of the student's needs.
- L) Information about the dual credit program shall be made readily available by both CTC and the ISD through their marketing materials and shall also be available on a designated dual credit page on the Central Texas College website, www.ctcd.edu.

13) TRANSCRIPTION OF CREDIT

- A) For dual credit courses, high school as well as college credit should be transcribed immediately upon a student's completion of the performance required in the course.

- B) The ISD agrees that the transcription of grades for applicable courses will align with CTC grading policies, in accordance with Texas Education Agency (TEA) regulations, specifically for courses subject to State of Texas Assessments of Academic Readiness (STAAR) End-of-Course (EOC) examination requirements.~~The ISD transcription of grades for courses may differ from CTC's based on Texas Education Association policies, specifically those relating to courses required to have the End of Course State of Texas Assessment of Academic Readiness exams.~~

14) FUNDING

- A) The ISD will claim contact hours for purposes of state reporting. CTC will claim all other funding for all students receiving college credit in dual credit courses.
- B) FAST Eligible Students: Financial Aid for Swift Transfer (FAST) is defined in accordance with Texas Education Code section 28.0095. FAST eligible students shall not be responsible for tuition and book fees. The criteria for determining whether a student is FAST eligible will be held in accordance with Texas Education Code section 28.0095(c)(1) and (2) and the rules promulgated by the Texas Higher Education Coordinating Board. There is no cost to ISD for tuition regarding FAST eligible students, ISD is however responsible for the cost of books, instructional materials, fees, and supplies such as computing devices or other items not specifically provided for within this agreement. Invoices billed to ISD are payable net 30 days.
- C) Non-FAST Eligible Students: For students that do not meet the criteria for FAST eligibility as prescribed above, the FAST tuition rate will be prescribed by the Texas Higher Education Coordinating Board and approved by the Central Texas College Board of Trustees. ISD will be billed per student for the current FAST tuition rate, fees, supplies, and books for up to 60 credit hours over the course of the student's high school enrollment as approved by ISD. If the ISD does not cover tuition costs, tuition, fees, supplies, and books will be the responsibility of non-FAST eligible students. Tuition, fees, supplies and books for additional courses will be billed to the student for courses and materials outside of this agreement. For any and all refunds where a student withdraws from a course or program, refunds are administered according to the CTC refund schedule. Refunds for student withdrawal are calculated effective the date the Dual Credit Programs Office or CTC Site Director receives notification of student withdrawal from the ISD.
- D) ISD at its sole discretion may choose to require reimbursement from any ISD student that is not FAST eligible for tuition, fees, books, or other course materials paid for by the ISD. Student reimbursement shall not be a condition of the ISD's payment for the amounts billed by CTC to the ISD. The ISD may not require reimbursement for any costs from students that are FAST eligible.
- E) If applicable, ISD is responsible for all costs of transportation of students.

- F) When applicable, the use of free or low-cost open educational resources will be considered as a means to enhance accessibility and reduce financial barriers for learners.

15) DATA SHARING

A) Data shall be provided by ISD to CTC. Data will be transmitted using secure methods that adhere to accepted cybersecurity standards. Information needed is listed below as items 1-7; all information will be provided in a timely manner to meet reporting deadlines set forth by the Texas Higher Education Coordinating Board.

1. Enrollment information for all students: First Name, Last Name, Middle Initial; Date of Birth (DOB); Social Security Number (SSN) for all U.S. Citizens and permanent residents. If student is not a U.S. Citizen or permanent resident, provide the state-approved alternative student identification number.
2. High school attending;
3. Date of high school graduation;
4. Endorsement areas of each student;
5. Special group identification, for example Early College Program or STEM;
6. Cumulative GPAs; and
7. Texas Student Data System (TSDS) Unique ID

16) ACCREDITATION AND STANDARDS

The educational partners to the agreement are independent agencies accredited by various state and regional accrediting agencies. Each institution is responsible for meeting the standards established by the accrediting agencies under whose authority it awards degrees and certificates. No provision of this agreement shall be construed to limit the authority of any educational partner to meet its accreditation obligations.

17) RENEWAL AND TERMINATION

- A) This Agreement shall be in effect from August 1, 2025 to July 31, 2026.
- B) This Agreement supersedes any prior Agreement(s).
- C) This Agreement may be terminated in whole or in part by either party providing ninety (90) calendar days written notice to the other party. Such notice shall be sent by certified mail, return receipt requested, to the address of the respective parties listed above. However, such termination shall not take effect with regard to the students already enrolled, until such time as those students have completed their respective courses. At the time of such termination, both parties should immediately cease to enroll students beyond the final term in which students are enrolled.

18) LIABILITY

- A) To the extent permitted under Texas law and without waiving any defenses including governmental immunity, each party agrees to be responsible for its own acts or failure to act, including acts of negligence, which may arise in connection with any and all claims for damages, costs, and expenses to person or persons and property that may arise out of or be occasioned by this Agreement or any of its activities or from any act or omission of any employee or invitee of the parties of the Agreement. The provisions in this paragraph are solely for the benefit of the parties of this Agreement and are not intended to create or grant any rights, contractually or otherwise to any third party.
- B) For breach of any provision herein, the liability of the defaulting party shall be limited to direct actual damages only and all other damages and remedies are waived. In no event shall either party be liable to the other party for consequential, incidental, or indirect damages in tort, contract, under any indemnity provision or otherwise.
- C) This Agreement shall not be assigned to any third person or entity without the express written and signed consent of the non-assigning party.
- D) This Agreement contains the entire understanding and agreement between the parties and neither is relying on any promises or representations not contained herein. This Agreement may be revised or modified in any fashion only by signed written agreement between the parties.

CENTRAL TEXAS COLLEGE

KILLEEN INDEPENDENT SCHOOL
DISTRICT

Dr. Tamara Clunis
Vice Chancellor
Instruction and Workforce Education

Dr. Jo Ann Fey
Superintendent

Date

Date

Attachment 1
Dual Credit Course List

**Courses toward Interdisciplinary Studies (AA. IDS4)
Associate of Arts Degree
Endorsement Multidisciplinary Studies**

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Creative Arts – Fine Arts Appreciation	HUMA 1315	3	Fine Arts	1
Public Speaking or Business and Professional Communication	SPCH 1315 or SPCH 1321	3	Speech (English IV)	0.5
Composition I and II	ENGL 1301 and ENGL 1302	6	English III DC	1
Suggested Year 2				
United States History	History 1301 and HIST 1302	6	US History DC	1
College Algebra	MATH 1314 or Math 1414	3 or 4	Independent Studies in Math	0.5
Language/Philosophy/Culture	ENGL 2322	3	English IV	0.5
Suggested Year 3				
Life and Physical Science Options	2 Science Options BIOL 1406 or BIOL 1408 BIOL 1407 or BIOL 1409	8	Scientific Research & Design 2	1
Government and Political Science	GOVT 2305 and GOVT 2306	6	Government DC (0.5) & HS Elective (0.5)	1
Suggested Year 4				
Social & Behavioral Science	ECON 2301	3	Economics	0.5
College Electives	1 College Electives	1	High School Elective	0.5
Elective Options				
<i>Students may select courses from the list below.</i>				
BIOL 2401, BIOL 2402, COSC 1301, GEOG 1301, GEOG 1302, GEOG 1303, GEOL 1405, MATH 1342, MATH 2412, PSYC 2301, PSYC 2314, SOCI 1301				

Note: Killeen ISD limits dual credit students to taking no more than 40 hours

Courses toward IT Core Fundamentals CC1**Certificate of Completion****Endorsement Technology**

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Introduction to Computing	COSC 1301	3	Computer Science I	0.5
Fundamentals of Networking Technologies	ITNW 1325	3	Fundamentals of Computer Science	0.5
Suggested Year 2				
Introduction to Computer Programming	COSC 1315	3	Computer Science 1	0.5

Teacher Education (TEAE2.AAT)**Associate of Arts in Teaching Degree****Endorsement Public Service**

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Creative Arts – Fine Arts Appreciation	HUMA 1315	3	Fine Arts	1
Public Speaking or Business and Professional Communication	SPCH 1315 or SPCH 1321	3	Speech (English IV)	0.5
Composition I and II	ENGL 1301 and ENGL 1302	6	English III DC	1
United States History I	HIST 1301	3	US History DC	1
United States History II	HIST 1302	3	US History DC II	1
Suggested Year 2				
College Algebra	MATH 1314	3	Independent Studies Math College Algebra	1
American Literature I	ENGL 2327	3	Independent Studies English American Literature I DC	0.5
American Literature II or Elementary Statistical Methods	English 2328 or Math 1342	3	American Literature II or Independent Studies in Math 3	0.5
General Psychology	PSYC 2301	3	Psychology	0.5
Introduction to the Teaching Profession	EDUC 1301	3	Instructional Pract DC	1
Suggested Year 3				
Government and Political Science	GOVT 2305 and GOVT 2306	6	Government DC (0.5) & HS Elective (0.5)	1
Life and Physical Science Options	3 Science Options BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409, BIOL 2401, BIOL 2402, GEOL 1405	12	Scientific Research & Design 2	1.5

Suggested Year 4				
Mathematics for Teachers	MATH 1350	3	Independent Studies Math/ Math for Teachers I	0.5
Mathematics for Teachers II	MATH 1351	3	Independent Studies Math/Math for Teachers II	0.5
Introduction to Special Populations or Child Growth and Development Creative Arts	EDUC 2301 or TECA 1354	3 3	Instructional Pract DC	1

For Pre-Nursing Students Only

College Course Description	College Course	Credit Value	High School Description	Credit Value
Suggested Year 1				
Pharmacology for Health Professions	HPRS 2300	3	Pharmacology	1

Attachment 2

Central Texas College Disability Support Services (DSS)

Building 215, Room 111

(254)501-3006; Fax (254)526-1700; Website: www.ctcd.edu/disability-support

DOCUMENTATION CRITERIA CHECKLIST

To qualify for college accommodations through DSS, students must have a qualifying disability as defined by the Americans with Disabilities Act (ADA). ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one (or more) major life activity. Students are responsible for obtaining necessary testing to document the existence of a disability. Postsecondary institutions are not required to conduct or pay for an evaluation to document a student's disability or provide referrals for evaluations.

All documentation must be signed and current (less than 3 years old is preferred) and be from a licensed/certified professional who is qualified/trained to perform valid testing to support his/her diagnosis within the specific area for which you will be identifying a disability (i.e. visual impairment = ophthalmologist; medical condition = medical doctor; mental/emotional/behavioral/cognitive/learning condition = psychologist/psychiatrist/school psychologist/educational diagnostician).

Documentation must clearly identify a specific disability diagnosis(es) with appropriate diagnostic codes (i.e. DSM, ICD, and/or ICF codes), list of tests conducted/summary of test results used to determine the diagnosis/disability, explain which major life activity is substantially limited due to the disability, statement explaining the current impact your disability has in an educational setting, and recommended classroom accommodations in accordance with the diagnosis/disability along with a description of why the recommended accommodation is needed (*see back page for additional information*).

IEP/ARD paperwork, treatment progress notes, and VA Ratings Forms are not considered sufficient documentation at a postsecondary educational level and will not be accepted by DSS.

Documentation from an appropriately licensed/certified professional, for example:

- Medical Doctor
- Psychiatrist – Psychologist - Educational Diagnostician - Licensed Specialist in School Psychology
- Speech Pathologist
- Ophthalmologist – Audiologist - Neurologist
- **Evaluation/Testing, Statement & History of Diagnosis of Disability, for example**
 - ADD/ADHD
 - Dyslexia
 - Learning or Intellectual Disabilities
 - Autism Spectrum/Asperger's Disorder
 - Psychological/Emotional Disorders
 - Hearing Impairment

- Visual Impairment
- Medical Conditions that impede activities/daily living
- Neurological Disorders
- Traumatic Brain Injury

Use the following **Documentation Criteria Checklist** as a guide to ensure your documentation contains all necessary information to substantiate your qualified disability under ADA. Classroom accommodations cannot be provided to students until appropriate documentation has been submitted and approved by DSS. Documentation that does not contain **ALL** of the following required information will **NOT** be accepted by the DSS office.

- ☐ **Documentation must be current (less than 3 years old is preferred, but documentation within the past 5 years will be reviewed on a case by case basis)**
- ☐ **Documentation must be typed and on an official letterhead**
- ☐ **Evaluator must be a licensed or certified professional who is qualified/trained to perform valid testing to support his/her diagnosis within the specific area for which you will be identifying a disability (see front page for additional information)**
- ☐ **Documentation must clearly identify a specific diagnosis(es) with all appropriate diagnostic codes (i.e. DSM, ICD, and/or ICF codes) for the disability when applicable**
- ☐ **Documentation must contain a list of all tests and/or exams that were conducted and used to determine the specific diagnosis/disability (tests/exams that are normed for children cannot be accepted – tests must be normed for older adolescents/adults)**
- ☐ **Documentation must contain a summary/explanation of all test/exam results/findings**
- ☐ **Documentation must specifically state which major life activity or activities are substantially limited as a result of the disability**
- ☐ **Documentation must contain a statement explaining the current impact the student's disability/diagnosis has in an educational setting and overall academic performance**
- ☐ **Documentation must also contain recommended classroom accommodations in accordance with the diagnosis/disability**
- ☐ **Documentation must also contain an explanation/rationale of why the recommended accommodations are needed and related to the documented disability**
- ☐ **Documentation must be signed by the evaluator with respective license number, certification number, or TEA number**

***If a student has a state certificate of blindness and/or deafness, no further disability documentation will be required by the DSS office.**

Students are also required to complete the DSS Student Intake and Accommodation Request e-forms found in eTrieve. Please contact the DSS office at (254)501-3006 if you need assistance with these required forms. All DSS policies, procedures, and DSS Student Handbook can be found at Website: www.ctcd.edu/disability-support