

## **Texas Public Safety Association (TPSA) Request for Accommodation Process & Application**

TPSA is committed to ensuring equal access to competitive events to all members. We will consider requests to accommodate a student with physical or mental impairments on a case-by-case basis in consultation with event organizers while adhering to the integrity and standards of TPSA event rules and policy. This approval process is worked in concert with all event partners and mirrors the UIL approval process. The goal of this process is to establish a comprehensive, consistent and streamlined application.

### **Step 1: Submitting a Request**

The Advisor should submit the Request for Accommodation form with the appropriate signatures to the TPSA office at least 14 days before the contest in which the accommodation is sought. Requests submitted after that time, except for emergency requests, will not be granted. In the event that there is an emergency request for accommodation (such as a student needing assistance bubbling scantrons due to a broken wrist three days before the event), it is the responsibility of the advisor to complete this process as soon as possible. TPSA aims to give responses within 7 days.

The request shall adhere to the accommodations provided by the student's Section 504 Committee and/or A.R.D. Committee. **No student records are to be submitted to TPSA.** The only required submission is the signed request with rationale for the accommodation. The completed form should be submitted via email to the TPSA email address listed on the last page of the application.

### **Step 2: Approval Process & Basis for Decision**

Once the application has been received via email, a confirmation email will be sent back letting you know the application is being reviewed. TPSA Staff, along with event organizers, will review the requested accommodation as quickly as possible. The ADA and Section 504 require that accommodations be provided to individuals with disabilities when certain conditions are satisfied. Each case will be decided on its own merits. In reaching its decisions, TPSA will follow application law and consider the following:

- Whether the requested accommodation(s) is "reasonable";
- Whether the requested accommodations(s) is "necessary"; and
- Whether the requested accommodation(s) would "fundamentally alter the nature of" the competition, either because it would alter an "essential aspect of the contest" or give the student an unfair "advantage over others and, for that reason, fundamentally alter the character" of the competition.

### **Step 3: Approval Letter**

A response letter from TPSA staff granting the accommodation (in full or in part) or denying the requested accommodation will be provided to the advisor as quickly as possible after the accommodation decision has been made. The TPSA Secretary will notify the regional representative of the approval so that we can ensure the accommodations are provided at that event. It is recommended to take the approved accommodation response letter with you to the contest site in case any questions arise. If the student advances from Regional competition to the State level, please notify the TPSA secretary so we can ensure our state organizers are aware and prepared for the accommodation. Denial of accommodations does not qualify for an emergency substitution.

It is the responsibility of the event provider, contest organizers and competitors to follow any and all TPSA competitive event rules to ensure the honesty of the competitors and the integrity of the competition.

**SERVICE ANIMALS:** Service animals will be allowed to accompany the student if they are medically necessary and listed in Section III of the Request for Accommodation. If a student has a service animal that is not medically necessary, and if the site provider feels as though the animal will be a safety hazard to a portion of the event, it will be mandatory for the animal to stay with the student's advisor until the completion of the event.

\*If a competitor requires altering the contest dress code due to religious reasons, please contact the TPSA secretary so we can

notify the dress code monitors & event provider. This exception does not require you to complete this accommodation request.

**Expectations for students with accommodations:**

- Additional costs or equipment required for accommodations (such as: accommodations requiring translation, interpreters, braille, etc.) are the responsibility of the student/chapter/school to provide
- Student/chapter/school will assume any risk of any accommodation equipment failure
- Accommodations should not create a distraction for other competitors.
- Contest providers will provide assistance with monitoring accommodations as needed

**Accommodations will NOT:**

- Provide the student with any competitive edge over other competitors, including but not limited to:
  - Altering a contest's scoring criteria or rules, including reducing the number of problems the student is to answer
  - Granting additional time for any portion of the contest, even if the student's IEP allows him/her additional time to complete basic coursework and standardized tests

**Examples of accommodations that may be granted:**

- Allowing the student to bring a colored overlay for reading printed materials
- Autistic students request to have a 'monitor' (adult) accompany them during the event, who will be there only to ease anxiety and is to intervene only if the student becomes anxious. The monitor will be required to abide by all non-disclosure TPSA policies.

**Examples of accommodations that will not be granted:**

- Reducing the number of multiple-choice problems that need to be answered so the student can finish the contest in the allotted time frame.
- Allowing additional time or pausing the time at any point during the event.

TPSA Request for  
Accommodation  
Section 504 of the Rehabilitation Act and/or Title II of the Americans with Disabilities Act  
(ADA)

\*This information will be kept strictly confidential and will be used only in the accommodation decision making process\*

**Instructions for Submission:** *Absolutely no accommodations requested in this application will be provided unless and until it is approved by the TPSA Board of Directors and Executive Council.* When completed and signed by all applicable parties, this application form should be submitted to TPSA at least 14 days prior to the event date. **Submit via email to [secretary@tpsa.info](mailto:secretary@tpsa.info)**

**SECTION I: STUDENT RECORD INFORMATION**

Type or Print Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male Female Current Grade Level in School: \_\_\_\_\_

Parent or Guardian's Name: \_\_\_\_\_ Parent or Guardian's Email: \_\_\_\_\_

Name of School: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_ Advisor's Email: \_\_\_\_\_

Principal's Name: \_\_\_\_\_ Principal's Email: \_\_\_\_\_

**SECTION II: COMPETITIVE EVENT INFORMATION**

Career Cluster (Circle): Law Enforcement Fire Services Forensic Science  
Corrections Legal Studies

Name of Specific Event(s)(Report Writing, Law Enforcement Agility):

**SECTION III: SPECIFIC ACCOMMODATION DETAILS AND REQUESTS**

**Please describe the limiting nature of the disability (Example: Cannot read small fonts)**

**Provide a detailed explanation of the accommodation that is needed (Example: Please have event provider print multiple choice test in at least 20pt font)**

Signature of Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

#### SECTION IV: ADMINISTRATOR REVIEW & APPROVAL STATEMENT

This request for accommodation is to be reviewed by an appropriate school administrator who is to review all relevant information and, unless the administrator has a legitimate basis for concern, sign the TPSA Request for Accommodation form. By signing this form below, the administrator verifies that a properly constituted 504 Committee and/or A.R.D. Committee has made the required determination in reference to the physical or mental impairment that leads to the request for this accommodation.

The administrator must review the following documents:

- Current accommodation plan and/or I.E.P.
- 504 Committee and/or A.R.D. Committee notes/reports on initial eligibility and placement
- Current 504 accommodation plan or report of Committee meeting where student was dismissed from 504
- Documentation substantiating the physical or mental impairment
- Documentation supporting the finding of substantial limitation
- Documentation of medically necessary devices

**Please Note: No records are to be submitted to TPSA. The only required submission is this signed request.**

By signing below, I certify that I have reviewed documentation, which verifies that this student is a student with disabilities as defined by Section 504 of the Rehabilitation Act and/or Title II of the American with Disabilities Act, and is currently being served at the local school under either of those Acts. We acknowledge that it is the student/school's responsibility to provide any approved equipment to aid in the accommodation process.

Signature of Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

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