Dual Credit Roles and Responsibilities

Student

- Complete the FVTC enrollment process for the class
- Work with high school staff to contact FVTC Disability Services staff to request accommodations
- Provide documentation to FVTC
- Complete assigned course work

High School Case Manager

- Make students aware of the FVTC accommodation process and assist with submission of documentation
- Help student connect with the Disability Services staff from FVTC
- Assist with implementation of accommodations (these may differ from the IEP/504 plan in place)

High School Course Instructor

- Assist student with FVTC enrollment process
- Implement the provided accommodation plan (this may differ from the IEP/504 plan in place)
- Work with the case manager as needed

Fox Valley Technical College

- Receive communication from the student, high school case manager or parent
- Review the documentation and develop an official accommodation plan (this may differ from the IEP/504 plan in place)
- Share the accommodation plan with the high school

To request accommodations or for more information, please contact the Fox Valley Technical College Disability Services office at disabilityservices@fvtc.edu or call (920) 735-2569