

 **Special Needs Request Form**

**Ohio DECA Career Development Conference**

Deadline: This form is due into the Ohio DECA Office once you submit your on-line registration for Ohio DECA Career Development Conference.

- Use this form to request special needs for competitive events and/or needs of conference attendees.
- Each student attendee needing special accommodations will be required to have their own form submitted. Please duplicate this form as needed. Also, make a copy for your records.

Advisor: \_\_\_\_\_ Chapter: \_\_\_\_\_

School Phone: \_\_\_\_\_ Advisor's E-mail: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Competitive Event: \_\_\_\_\_

Does the student require a wheelchair accessible room?  Yes  No

Does the student have any disability that might require special services?  Yes  No

If yes, please check the appropriate selection:

- Mobility Impaired     Uses a Wheelchair     Visually Impaired     Hearing Impaired  
 IEP – Needs Extra Time on Test     IEP – Needs Someone to Read Test to Them  
 Other: \_\_\_\_\_

Does the student have any disabilities which might require special materials?  Yes  No

If the student does require special materials or needs special accommodations, please list below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please e-mail this form to: [james.price@ode.state.oh.us](mailto:james.price@ode.state.oh.us)**

**Or**

**Fax: (614) 728-6176**

**\*\*Once Ohio DECA receives this form, you will receive a responding e-mail indicating we have received your request form. If you do not receive an e-mail from our office, please contact our office to verify receipt of the form or to resubmit the form to us. Otherwise, we will not know the special needs of the student attending the conference. Thanks.**