

## **Sample Statements for Adult Education Programs Regarding Non-Discrimination, Accessibility and Accommodation**

The following sample statements are provided for inclusion in local adult education program brochures, student/staff handbooks and Web sites.

### **1. Non-Discrimination**

The (Name of the Program) is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, national origin, sex, disability, age, religion or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the (Name of Program's) nondiscrimination policies should be directed to (Program Contact Name and Telephone Number).

### **2. General Accessibility and Accommodation**

- All activities offered by (Name of the Program) are held in accessible locations. Accommodations for individuals with a disability are available upon request. Please contact (Program Contact Name and Telephone Number).

(OR)

- If you are a person with a disability who requires an accommodation in order to participate in any program or activity, please contact (Program Contact Name and Telephone Number) for assistance.

The following statement regarding alternate formats for program materials may be added to the above general accessibility statements:

- Printed materials (e.g. brochure/handbook/newsletter) are available in alternate formats (e.g. large print, audio, Braille) upon request. For assistance, please contact (Program Contact Name and Telephone Number).

### **3. General Educational Development (GED) Tests Accommodations**

Accommodations on the GED tests are available for qualified individuals with a disability. For more information, contact (Program Contact Name and Telephone Number). You may also contact Ajit Gopalakrishnan at the Connecticut State Department of Education at (860) 807-2125.

**The program's materials (e.g. brochure, Web site) should contain a separate statement for each of the above categories (1, 2 and 3).**