

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
ACADEMIC OFFICE - ADULT EDUCATION**

DISABILITY CONTACT PERSON

**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 websites.

1. Non-Discrimination

[*Name of the Program*] is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate based on race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding non-discrimination 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 for the GED® test are available for qualified individuals with a disability. For more information contact [*Program Contact Name and Telephone Number*] or Sabrina Mancini at the Connecticut State Department of Education at (860) 807-2110.

The program's materials (e.g. brochure, website) should contain a separate statement for each category above.