

POLICY #	OSM - 609
POLICY SECTION	Compliance/Education/Admissions
POLICY TITLE	Disability Accommodations & Grievance Policy
EFFECTIVE DATE	09/2023
NEW / REVISED	08/2025 Revised

BACKGROUND

Ogle School does not discriminate in admission or access to our courses on the basis of age, race, color, sex, disability, religion, sexual orientation, gender identity, gender expression, national or ethnic origin.

POLICY

Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to Ogle's educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, or his/her trained designate who has been designated to coordinate the efforts of the school to comply with Section 504 and ADA.

Student Assistance Manager ("SAM") sam@ogleschool.edu
Mary Gabriel, Director of Compliance & ADA Compliance Coordinator mgabriel@ogleschool.edu
Ogle School Management
2208 W. Park Row Dr. Suite 100
Arlington, Tx 76013

PROCEDURE

Requests for Accommodations

Individuals with disabilities wishing to request an accommodation must contact SAM (or the ADA Compliance Coordinator). A disclosure of a disability or a request for accommodation made to any staff, faculty, or personnel other than SAM will not be treated as a request for an accommodation. However, if a student discloses a disability to such an individual, he or she is required to direct the student to SAM. Upon request, SAM (or his/her trained designee) will provide a student or applicant a link to the [Disability Accommodations Inquiry Form](#). After submitting the form, the applicant or student will be contacted to assess the validity of the request and disability. If SAM determines that a formal request is necessary, the Request for Reasonable Accommodations Form will be sent to via SignNow. To ensure timely consideration and implementation, individuals making a request for an accommodation are asked to begin the process at least two weeks prior to when the accommodation is needed.

Individuals requesting reasonable accommodation may be asked to provide medical documentation substantiating his/her physical and/or mental impairment(s) and/or the need for the requested accommodation(s), including but not limited to when the limitation or impairment is not readily apparent and/or a requested accommodation does not clearly relate to the impairment(s). Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified professional in the area of the student's disability, as enumerated below:

Disability	Qualified Professional
Physical disability	MD, DO
Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO
Hearing impairment	MD, Audiologist (Au.D) *audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional
Learning disability	PhD Psychologist, college learning disability specialist, other appropriate professional
Acquired brain impairment	MD neurologist, neuropsychologist
Psychological disability	Psychiatrist, PhD Psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist; PhD Psychologist, LMFT or LCSW
Other disabilities	MD who practices or specializes within the field of the disability.

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. Ogle may request additional documentation or testing as needed.

After the Request Form is received and the required documentation, he/she (or his/her trained designee) will engage the student or applicant in an interactive process to determine what accommodations may be appropriate.

If the student or applicant is denied any requested accommodation, he/she may file a grievance using the Grievance Process below or he/she may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity. Ogle will make appropriate arrangements to ensure that a person with a disability is provided other accommodations, if needed, to participate in this grievance process. The ADA Compliance Coordinator will be responsible for such arrangements.

Grievance Policy Relating to Complaints of Disability Discrimination

Ogle has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA. Any person who believes she/he has been subjected to discrimination on the basis of disability, including disagreements regarding requested accommodations, may file a grievance with Mary Gabriel, Director of Compliance and Student Success Services and ADA Compliance Coordinator at Ogle School Management, LLC, 2208 W. Park Row Dr, Arlington, TX 76013, 817-277-6341, mgabriel@ogleschool.edu. Grievances must be in writing, contain the name and address of the person filing it, state the problem or action alleged to be discriminatory, and the remedy or relief sought.

Ogle will investigate each complaint filed, and will not retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the student will be advised and provided an update as to the status of the investigation. The student may also inquire as to the status of the investigation at reasonable intervals. Based on the results of the investigation, Ogle will take all appropriate actions to prevent any recurrence of discrimination and/or to correct any discriminatory effects.

The availability and use of this grievance procedure do not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency.

PROCEDURE

All Ogle Schools