

## UIL Request for Accommodation Process

### **Submitting a Request**

The University Interscholastic League will consider requests to accommodate a student with physical or mental impairments. The school should submit the Request for Accommodation form located at the link below with the appropriate signatures a *minimum* of two weeks before the contest in which the accommodation is sought. Requests submitted after that time, absent extenuating circumstances, will not be granted.

The request shall adhere to the accommodations provided by the student's Sec. 504 Committee and/or A.R.D. Committee. No student records are to be submitted to UIL. The only required submission is the signed request with rationale for the accommodation. The completed form should be submitted to the UIL office, Music, Athletics or Academics, that administers the game or contest in question.

### **Approval Letter**

A response letter from UIL granting or denying the requested accommodation will be provided to the school. A UIL letter approving the accommodation can be submitted at any level of the competition. It is the coach's or sponsor's responsibility to notify and provide a copy of the UIL approval letter to the meet director well in advance of the competition. If the student advances to the next higher meet, it is the responsibility of the student's school to notify the region and/or state meet director immediately.

Additional costs or equipment required for accommodations are the responsibility of the school district. It is the responsibility of the host school, contest director and contestant to follow any applicable UIL ethics code or other applicable UIL rule to ensure the honesty of the competitors and the integrity of the competition.

### **Approval Process**

Requests are handled on a case-by-case basis. The facts matter in each case. Just as an example, accommodations have been approved for visual impairments, dyslexia, motor skill impairments and special circumstances to take the test in a separate room. Such accommodations have included the use of an enlarged test copy, a magnifying glass, colored overlay, converting a test to Braille format or use of a computer and printer. UIL, however, will not alter a contest's judging criteria as an accommodation or make other accommodations that would fundamentally alter the game or contest.



**UNIVERSITY INTERSCHOLASTIC LEAGUE**

**Request For Accommodation**

Section 504 of the Rehabilitation Act and/or Title II of the Americans with Disabilities Act (ADA)

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**SECTION I: STUDENT RECORD INFORMATION**

Type or Print Student's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Male \_\_\_ Female \_\_\_ Current Year in School K-8 9 10 11 12

Parent or Guardian's Name \_\_\_\_\_ Email address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/Zip \_\_\_\_\_ Home Phone # \_\_\_\_\_

Name/Address of School \_\_\_\_\_

Principal's name \_\_\_\_\_ School Phone # \_\_\_\_\_ Email address \_\_\_\_\_

Name/address of ISD \_\_\_\_\_

Superintendent's Name \_\_\_\_\_ Email address \_\_\_\_\_

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**SECTION II: INSTRUCTIONS TO COMMITTEE**

This form is to be completed by an appropriate administrator after consultation with a properly constituted Sec. 504 Committee and/or A.R.D. Committee. After reviewing the Committee's determinations regarding a student's need for accommodation in order to participate in a UIL game or contest, the superintendent of schools, campus principal or designee is to review all relevant information and, unless the administrator has a legitimate basis for concern, sign the UIL request form. By signing this form, the administrator verifies that a properly constituted 504 Committee and/or A.R.D. Committee has made the required determinations in reference to the physical or mental impairment that leads to the request for accommodation.

The administrator must review the following documents:

- Current accommodation plan and/or I.E.P.;
- 504 Committee and/or A.R.D. Committee notes/reports on initial eligibility and placement;
- Current 504 accommodation plan or report of Committee meeting where student was dismissed from 504;
- Documentation substantiating the physical or mental impairment;
- Documentation supporting the finding of substantial limitation;

No records are to be submitted to UIL. The only required submission to UIL is this signed application form.

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**SECTION III: SPECIFIC ACCOMMODATION(S) REQUEST**

**Please provide a detailed explanation of the UIL activities in which the student participates and the specific accommodation(s) requested to applicable UIL contest rules or procedures for those activities (attach separate sheet if necessary):** \_\_\_\_\_

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**SECTION IV: ADMINISTRATOR'S STATEMENT**

Please check:

\_\_\_\_\_ I certify that I have reviewed documentation, which verifies that this student is a student with disabilities as defined by Section 504 of the Rehabilitation Act and/or Title II of the Americans with Disabilities Act, and is currently being served under either of those Acts.

Signature of Administrator \_\_\_\_\_ Date \_\_\_\_\_

**Instructions for submission:** When completed and signed by the all applicable parties, this application form should be submitted to the UIL office (Music, Academic or Athletics) that oversees the contest or event in question. *No accommodations to UIL contest rules or procedures requested in this application will be provided unless and until approved by University Interscholastic League.*

**Send via regular mail:**

University Interscholastic League  
(Academics or Athletics or Music) Department Accommodation Request  
Box 8028  
Austin, TX 78713

**Or by email:**

For Academic contests, submit form to Dr. David Stevens, Director, UIL Academics. [dstevens@uiltexas.org](mailto:dstevens@uiltexas.org)

For Music contests, submit form to Dr. Brad Kent, Director, UIL Academics. [bkent@uiltexas.org](mailto:bkent@uiltexas.org)

For Athletic Contests, submit form to Dr. Susan Elza, Director, UIL Athletics. [selza@uiltexas.org](mailto:selza@uiltexas.org)

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**SECTION V: BASIS FOR DECISION**

The ADA and Section 504 require that accommodations be provided to individuals with disabilities when certain conditions are satisfied. Each case will be decided on its own merits. In reaching its decisions, the UIL will follow applicable law and consider the following:

- whether the requested accommodation(s) is "reasonable";
- whether the requested accommodation(s) is "necessary,"; and
- whether the requested accommodation(s) would "fundamentally alter the nature of" the competition, either because it would alter an "essential aspect of the game" or activity or give the student an "advantage over others and, for that reason, fundamentally alter the character" of the competition.