

## High School Staff Checklist to Prepare Future NTC Student(s) for NTC Accommodations

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

1. \_\_\_\_\_ **Have the student apply for a NTC Program**
  - Visit [www.ntc.edu](http://www.ntc.edu) Click **Apply Now**
  - \$30 non-refundable application fee required at time of application
  - If a student is undecided about a program, they can meet with their NTC Career Coach for guidance
  
2. \* **Accommodations** – complete the following steps
  - For general information you can visit [www.ntc.edu/disability-services](http://www.ntc.edu/disability-services)
    - \_\_\_\_\_ Complete an “Accommodations Application Form”
      - ◆ [https://ntcforms.formstack.com/forms/accommodations\\_application\\_form](https://ntcforms.formstack.com/forms/accommodations_application_form)
    - \_\_\_\_\_ Submit Documentation, SOP and an IEP that is complete and lists a diagnosis
      - ◆ Send as an attachment to [DS@ntc.edu](mailto:DS@ntc.edu) or fax to 715.301.2469
  
3. \_\_\_\_\_ **Submit ACT Scores and High School Transcripts that has their junior or senior cumulative GPA**
  - The ACT scores and transcript can be submitted as follows:
    - ◆ Fax to 715.301.2903
    - ◆ Email attachment sent to [Admissions@ntc.edu](mailto:Admissions@ntc.edu)
    - ◆ Electronic Platform such as Parchment Exchange
    - ◆ Mail to: Northcentral Technical College  
C110 – Admissions  
1000 W Campus Dr  
Wausau, WI 54401
  
4. \_\_\_\_\_ **Contact Disability Services (DS)** when the above steps 1-3 are completed for future NTC program students. \* **Dual Credit** students only need to have step 2 completed.
  - DS can assist you in scheduling an intake meeting prior to course(s) starting, become familiar with the campus and to learn about the accommodation process.
    - ◆ \* For dual credit students this can be done as a phone meeting with the student & SPED staff present at the high school in a confidential area.
    - ◆ For an NTC program student, it is recommended that this intake meeting be scheduled around one month prior to course(s) starting.
    - ◆ Contact DS by phone at 715.803.1469 or via email at [DS@ntc.edu](mailto:DS@ntc.edu)
  
5. \_\_\_\_\_ **Contact Lindsey Zakrzewski**, NTC DS Transition and Accommodation Services Coordinator, if you would like to bring a group of juniors/seniors for a small accommodation presentation or if you need Lindsey to review a student's status in regards to the accommodation process.
  - Lindsey can be reached by:
    - ◆ Phone: 715.803.1195
    - ◆ Email: [Zakrzewski@ntc.edu](mailto:Zakrzewski@ntc.edu)