

**Yuba College DSPS**

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Building 1800

**Phone:** (530) 741-6795 **Email:** [dpsinfo@yccd.edu](mailto:dpsinfo@yccd.edu)**Woodland Community College DSPS**

2300 East Gibson Rd., Woodland, CA 95776

Building 700, Room 764

**Phone:** (530) 661-5797 **Email:** [wccdsps@yccd.edu](mailto:wccdsps@yccd.edu)

## Personal Attendant Agreement

\_\_\_\_\_  
Last Name\_\_\_\_\_  
First Name\_\_\_\_\_  
Student ID#\_\_\_\_\_  
Telephone\_\_\_\_\_  
Course Title & Course Code

A request has been made for a Personal Attendant to accompany the student for the purpose of providing one-on-one assistance in the classroom and on campus. Since Yuba Community College District does not assume responsibility for locating, coordinating, or making financial arrangements for a Personal Attendant, the student has secured a representative (whose name is stated below) to serve in this capacity. DSPS has met with both the student and the Personal Attendant to review the role and expectations of a Personal Attendant.

**The Personal Attendant's role and expectations in the classroom are identified as follows:**

- Assist the student to actively participate in the class or in conversations between the student, faculty, and/or other students.
- If needed, take notes, provide clarifying directions to the student for in-class activities, and ask questions on behalf of the student if the student is unable to clearly articulate their questions.
- If needed, assist the student with personal care needs.
- Refrain from non-class related conversations with the student during class.
- Refrain from communicating with faculty and staff without the student's involvement in the process.
- Refrain from discussing any confidential information about the student with faculty, staff, and/or other students.
- Refrain from engaging in course activity that is directly related to personal thought and/or opinion.
- Sit quietly in class when not providing direct personal assistance and refrain from engaging in activities unrelated to the duties of a Personal Attendant (no using personal electronic devices, text messaging, listening to music, etc.)
- Abide by all College policies and regulations, including those related to student conduct, classroom visitors, and Personal Attendants.

Approval, if granted, applies only to the Personal Attendant identified on this form. In the event of a change in attendant or the need for a substitute attendant, permission must be obtained from DSPS and a new Personal Attendant Agreement must be signed or the attendant may not be allowed in the classroom.

It is understood that this agreement is authorized for the current semester only and may be reconsidered if the personal attendant fails to comply with the above expectations, or if the arrangement is deemed disruptive to the learning environment by the instructor or DSPS Director. **A new agreement must be signed every semester, for each class.**

The above is understood and agreed to by the parties whose signatures are listed below:

<b>Student Name</b>	<b>Signature</b>	<b>Date</b>
<b>DSPS Counselor / LD Specialist / Director Name</b>	<b>Signature</b>	<b>Date</b>
<b>Personal Attendant's Name</b>	<b>Signature</b>	<b>Date</b>
<b>Agency Name and Phone Number, if applicable</b>		
<b>Instructor's Name</b>	<b>Signature</b>	<b>Date</b>