



Book	Siskiyou Joint Community College District Administrative Procedures
Section	Chapter 5: Student Services
Title	Personal Care Attendants/Life Coaches for Students with Disabilities
Code	AP 5141
Status	Active
Legal	Title 5, Sections 56000 et seq
Cross References	BP 5140
Last Revised	April 17, 2024
Origin	Vice President, Student Services
Office	Student Access Services

It is the policy of the Siskiyou Joint Community College District that no qualified student, who may be reasonably accommodated on the basis of a disability, be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination regarding, any academic, research, occupational training, housing, health insurance, counseling, financial aid, athletics, recreations, other extra-curricular or education program or activity provided by the District. In order for some students with disabilities to benefit from those activities, they may need their Personal Care Attendant (PCA)/Life Coach(LC) to assist them in the classroom.

A) A PCA/LC is a person who assists the student with a disability in a personal, not academic, nature. A PCA/LC's sole function is to address the student's disability-related personal care needs (e.g. toileting, mobility assistance, behavior management, dispensing medication, etc.).

B) A qualified student who requires a PCA/LC must make arrangements to provide for their own personal attendant care service. The District does not assume coordination or financial responsibilities for PCA/LC services. The PCA/LC must be authorized by the Student Access Services (SAS) Office prior to the student in need of accommodations attending class.

C) A PCA/LC, who has been authorized by SAS, will be allowed to provide their services in the classroom. A PCA/LC is not considered a student, and the PCA/LC's participation in class is limited to assisting the student's accessibility needs (e.g. turning pages, getting out supplies, etc.). The student must give timely notification to the SAS office if requesting that a PCA/LC accompany them/him/her in class so that SAS is able to consider the request and, if approved, notify faculty in advance. The student is responsible for notifying and obtaining approval from SAS regarding any PCA/LC personnel changes.

D) A PCA/LC does not act on behalf of the student with instructors, students, or staff. A PCA/LC shall not engage in instructional activities, provide academic support, or in any way influence the student's learning during class time. Students should arrange for an impartial PCA/LC who is not a family member or close friend. Students who have concerns about meeting course requirements are encouraged to meet with a SAS/COS counselor or advisor to discuss issues related to course rigor and college readiness.

E) PCA/LCs are required to follow all College policies and regulations. Failure to abide by the agreed upon role of a PCA/LC or following all College policies and regulations will result in the PCA/LC's presence on campus being limited or denied.

F) The student and the attendant will sign the Personal Care Attendant/Life Coach Agreement. Copies will be provided to the student, attendant/coach, instructor(s), and the SAS office (or other appropriate offices).

Information adapted from Chancellor's Office Technical Resource Group, Galvin Group LLC and various California Community Colleges

Reviewed and approved by Superintendent/President Dr. Char Perlas on April 17, 2024.

[PCA Attendant Agreement.pdf \(258 KB\)](#)

[Request for PCA Assistance in the Classroom form.pdf \(296 KB\)](#)