

# Accommodation Request Form

Please fill in information completely to request accommodations for the semester. Before turning in this form, make sure you have attended all of your classes at least once to ensure the instructors' names are correct.

Name \_\_\_\_\_ Semester \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

W# \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Name	Instructor's E-mail	Course

Are you registered to vote?    Yes    No  
 If no, would you like to register to vote?    Yes    No

Please mark any changes below:

Classification \_\_\_\_\_ Major \_\_\_\_\_ Graduation Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

By signing the form, I acknowledge and understand that I am responsible for meeting with my instructors and requesting accommodations. I further understand that accommodations will not take effect until I have discussed the requests with my instructors and returned the signed copy with their signatures to the Office of Disability Services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Office Use Only**

Request Received	Date & Initials	Letter Promised	Date & Initials
Letter Delivered	Date & Initials	Letter Returned ~	Date & Initials
Accommodations Forwarded to Instructors <input type="checkbox"/> Yes <input type="checkbox"/> No		Date	Initials

# **THE OFFICE OF DISABILITY SERVICES**

## **RECEIVING ACCOMMODATIONS EVERY SEMESTER**

Once a student has completed the accommodations request process, they still have a number of responsibilities to fulfill every semester in order to receive their accommodations. Self-advocacy comes into play in this area of the accommodations process. For most students, self-advocacy is a new arena because the management of their disability and resources has been in the hands of others. Therefore, ODS will provide support to assist students in becoming more independent. We've outlined the steps to getting your accommodations every semester.

Bring in a copy of your schedule and fill out the Accommodation Request Form (ARF). The ARF will have the information needed to prepare your accommodation "blue letter". The "blue letter" is the form you'll provide to each of your instructors which verifies your registration in the Office of Disability Services and approved accommodation plan. Prior to leaving ODS, you will be notified of the date when the blue letter will be ready.

Contact each of your instructors to let them know you'd like to meet with them about your academic accommodations.

Pick up the blue letter from ODS and take it to your instructors to be signed, ideally within the first two weeks of class.

Meet with your instructors about your accommodations—make an appointment or see them during their office hours. This will give you the opportunity to discuss your accommodations and address any concerns privately with the instructor's full attention. Depending on the structure of the course, adjustments to the accommodations plan may need to be made. If there are any concerns, students and instructors are strongly encouraged to contact ODS for clarification. When an agreement has been reached about how to handle the accommodations have the instructor sign the accommodation letter.

After you have met with all instructors, return the signed blue letter to ODS. A confirmation email will be sent to you and instructors within three business days of receiving your signed blue letter.

You must return your letter to be eligible to receive accommodations. Your accommodations will not be considered legitimate until the signed letter has been returned to ODS.

The deadline for requesting new accommodations is two weeks prior to the first day of finals week.