Accommodations Request

TO: _____ _____(_____)
Instructor Class

FROM: Disability Services (SSD) DATE: _____

_____ Pat Adams, Counselor Learning Disabilities Ext. 6556

_____ Peggy Brooks, Counselor Deaf/Hard of Hearing Students Ext. 6421

_____ Alice L. Hugi, Counselor Students with Disabilities Ext. 6621

SUBJECT: ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

STUDENT _____S.S. #_____

The purpose of this memo is to inform you of the needs of a student who has a documented disability. In post secondary education programs, it is the student's responsibility to advise the college of his/her disability and to request academic accommodations. SSD is responsible for requesting documentation of disability and determining a student's eligibility for accommodations. **All academic accommodations are in compliance with the Americans with Disabilities Act**.

The following assistance/accommodations are necessary for this student:

_____ **Classroom Assistance**

□ Notetaker □ Tape recorder □ Writer □ Sign language/oral interpreters

□ Assistive-listening device (ALD) □ Other _____

_____ **Test Accommodations**

□ Extended time □ Use special area at Testing Center (video monitored)

___ time & ½ ____double-time _____hours _____ minutes

□ Testing Room in SSD Office (video monitored). All tests must be **completed** and turned in by 4:00 PM.

□ Reader □ Interpreter □ Audio Tape □ Scribe □ CCTV / Large print / Braille

□ Other_____

_____ **SSD will pick up test from Testing Center. Document #_____**

_____ **Instructor will deliver tests to S.S.D.**

_____ **Tests will be delivered through campus mail to SSD**

_____ **Enlarged or Braille material**

□ Class syllabus □ Class handouts □ Tests □ Other_____

_____ **Reader Assistance**

_____ **Tutorial Assistance**

☐ Academic Learning Lab ☐ Student Support Services ☐ Other_____

Please feel free to contact the counselor. We look forward to working with you.

_____
Student Signature Date

_____
Counselor Signature Date

_____
Instructor Signature Date

Note: Students will be responsible for distributing signed copies of forms to Instructors and the Testing Center.