Accommodation Letter Request Form

Students registered with the OSSD notify their professors of their disability related accommodation needs when they present them with Accommodations Letters signed by the Director for Students with Disabilities. Students with disabilities are advised to request and present these letters during the first week of each new semester so that accommodations can be provided in a timely manner. When students present their Accommodation Letters to their professors, they must also discuss the provision of accommodations. Students are advised to make an appointment with their professors in order to discuss their accommodations. For example, students receiving testing accommodations must discuss where testing will occur. If students have any concerns or difficulties with the provision of accommodations, they must contact OSSD immediately.

Student Name: ____________________________________

Student ID #: __________________________________

Date Letters Requested: _____________________________

Please list classes, sections, and professor's names:

1. Class: ______________ Section: ___________ Professor: ________________________
2. Class: ______________ Section: ___________ Professor: ________________________
3. Class: ______________ Section: ___________ Professor: ________________________
4. Class: ______________ Section: ___________ Professor: ________________________
5. Class: ______________ Section: ___________ Professor: ________________________

OSSD Office Use Only:
Letters Prepared by: __________________________

Date Letters Prepared: __________________________

Date Letters Picked-up: __________________________

Student Signature: __________________________