



ACCOMMODATION LETTER REQUEST FORM

Students registered with Services for Students with Disabilities (SSD) notify their professors of their accommodation needs by providing them with an Accommodation Letter signed by an SSD staff member. The Accommodation Letter provides formal notification of students' registration with SSD and their specific accommodation needs.

In order to receive accommodations for their classes, students are required to present each of their professors with an Accommodation Letter. SSD strongly recommends that the student discuss the provision of their accommodations with each of their professors upon presentation of the accommodation letter.

Please allow at least two business days for accommodation letters to be prepared by SSD

Student Name: _____ Date: _____

700#: _____

School: _____ Advisor: _____

Please provide the following information or attach a copy of your schedule:

1. Course Title: _____ Professor: _____

Meeting Schedule: _____ Professor e-mail: _____

2. Course Title: _____ Professor: _____

Meeting Schedule: _____ Professor e-mail: _____

3. Course Title: _____ Professor: _____

Meeting Schedule: _____ Professor e-mail: _____

4. Course Title: _____ Professor: _____

Meeting Schedule: _____ Professor e-mail: _____

5. Course Title: _____ Professor: _____

Meeting Schedule: _____ Professor e-mail: _____

Accommodation Letters picked up by student on: _____ (Date)

(Student Signature)