



Disability Services Office

### Accommodation Letter Request Form

Students registered with the DSO are to notify their professors of their disability-related accommodation needs when they present the Accommodations Letters signed by their DSO contact person. Students with disabilities are advised to request and present these letters during the first week of each new semester so accommodations can be provided in a timely manner. Students should make arrangements to speak with their professors privately either during faculty office hours or directly before or after class in order to discuss their accommodations. If students require assistance with the accommodative process, they should inform the Director of Disability Services

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Student Name: \_\_\_\_\_

Date letters requested: \_\_\_\_\_

Please only list class abbreviations, number, and section letter as well as instructor's name (ex. MTH 1111A, ENG 1040N, etc).

1. Class: \_\_\_\_\_ Professor: \_\_\_\_\_
2. Class: \_\_\_\_\_ Professor: \_\_\_\_\_
3. Class: \_\_\_\_\_ Professor: \_\_\_\_\_
4. Class: \_\_\_\_\_ Professor: \_\_\_\_\_
5. Class: \_\_\_\_\_ Professor: \_\_\_\_\_
6. Class: \_\_\_\_\_ Professor: \_\_\_\_\_

The following section should be signed **when you pick up your letters** in order to signify receipt of letters:

Student signature: \_\_\_\_\_ Date \_\_\_\_\_

Letters prepared by: \_\_\_\_\_ Date \_\_\_\_\_