



Accommodation Request Form

Dear Student,

This form must be filled out accurately and completely, and turned in to the Associate Dean of Enrollment Services along with the proper documentation to ensure timely processing of your request. Upon approval of accommodations you will be provided an accommodation request letter to give to each of your instructors. It is your responsibility to give this accommodation request letter to each of your instructors and discuss your individual academic needs with him/her. *Accommodations DO NOT carry over into the next semester.* This form must be turned in to the Associate Dean of Enrollment, each semester in order for accommodation letters to be created.

Student Name: _____

Student ID#: _____ - _____ - _____

Please initial the accommodations you are requesting.

REQUESTED

APPROVED

Assistance in acquiring books from Recording for the Blind and Dyslexic, or the Talking Book Program.

Instructor to type all tests and other handouts in large font.

Instructor to print all tests and other handouts on colored paper (Available in the Counseling Center)

Allow student to use tape recorder for instructional material.

Reader

Allow student to take exams in the Testing Center

Allow student extra time on exams

Volunteer note taker

Sign language interpreter

Use of auxiliary/assistive devices: _____

Preferential seating: _____

Other: _____



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I am requesting accommodations in the following classes.

Instructor's Name: _____ Course # _____ Section # _____

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Accommodations are effective upon receipt of a letter to the instructors signed by the Associate Dean of Enrollment. By signing this form, you have given the Student Services staff permission to disclose your status as a student with a disabilities.

Student Signature

Date

Semester



CLARENDON COLLEGE

www.clarendoncollege.edu

Since 1898

Clarendon College Student Services

To: _____
Faculty

From: Tex Buckhaults
Becky Green

Re: _____
Student Request for Accommodations
Fall 2018

In compliance with Section 504 of the Rehabilitation Act of 1974 and the American Disabilities Act of 1990, Clarendon College is required to provide appropriate accommodations for students with disabilities.

_____ is a student enrolled in your class this semester with a documented disability. The following accommodations have been approved for this student.

- Course syllabus, exams, quizzes and handouts typed in large font _____
- Course syllabus, exams, quizzes and handouts on colored paper _____
- Allow student to use a tape recorder _____
- Allow student to take exams/quizzes in the Testing Center _____
- Allow student extra time on exams/quizzes _____
- Allow student to use a Scribe (note taker) _____
- Allow student to use a calculator _____
- Allow student to use an adaptive computer keyboard _____
- Allow student to use a sign language interpreter _____
- Other _____

This student has been advised to speak with you about these accommodations and to notify you immediately if there are any problems. The student has been told that it is not appropriate to wait until a failing grade has been posted to notify the professor about a problem. I would be happy to talk with you about any questions or concerns you have about providing these accommodations. I can be reached at (806) 874-3571, Ext. 171.

Student Signature Date

Tex Buckhaults Date
Vice President of Academics

Becky H. Green Date
Associate Dean of Enrollment Services