



## Steps to Request Academic Accommodation Letters Each Semester:

1. **Complete a Rights and Responsibilities Form.** This explains your legal rights and our expectations of you as a student with a disability.
2. **Complete a Release of Information/Accommodation Letter Request Form.** This form gives Disability Services permission to communicate “need to know” information with faculty about you and your disability. An additional Authorization Form is required to discuss your confidential information with any other departments or service areas on and off campus.
3. **Drop in** (MWF at 10 AM) **or schedule a 20-minute appointment** to complete an Accommodation Review. We will discuss your needs for the semester and you will determine your preferences for your accommodations and for each class.
4. **Pick up your Accommodation Letters.** Letters are ready for pick up three (3) days after your Accommodation Review. The best time to pick up your letters is M-F after 1 PM.
5. **Deliver and privately discuss your accommodation letters** with each of your professors. You can discuss how to best meet your needs and/or any concerns either of you have.
6. **If you or your faculty have questions or concerns** about how to provide your accommodation or you need a different accommodation, come to our Problem-Solving Hour (MWF 10 AM) or schedule an appointment to meet with a Disability Counselor immediately.
7. **Sign and ask your professors to sign each copy** of the accommodation letter. This letter serves as a contract between you and your professors. Your professor keeps a copy, you will return a copy to Disability Services to put on file, and you will keep a copy.

### *DISABILITY SERVICES*

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ALTERNATE FORMATS AVAILABLE UPON REQUEST