



# OFFICE FOR DISABILITY SERVICES

## REQUEST FOR LETTER OF ACCOMMODATION

Student Life

### Request for Letter of Accommodation:

This form only applies to students who have been formally approved to receive accommodations through the Office for Disability Services. This form must be delivered to the Office for Disability Services between Monday and Friday, 8:00 a.m. and 4:00 p.m. The office is located in the Penick Academic Complex (PAC) on the F hallway (between Union Station and the Library), office number 19E. If the Director is in a meeting or away from his office, please feel free to place documents in the mail slot.

I, \_\_\_\_\_ am requesting that the Office for Disability Services provide me with an electronic copy of my approved accommodations for the \_\_\_\_\_ semester.

Instructor Name	Course Name	Course Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

Once you have submitted this form, it will take 48 hours to process before you receive your letter of accommodation. The letter of accommodation will be sent to your official Union University email. The letter of accommodation will be saved and attached as a PDF file. You are ultimately responsible for emailing your instructors the attached letter of accommodation or printing the document and delivering it in person.

The Office for Disability Services encourages you to set up a meeting with each instructor at the beginning of each semester. This will help facilitate the accommodation process and may prevent confusion about how services will be arranged.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(UU ID #)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Director of the Office for Disability Services Signature)

\_\_\_\_\_  
(Date)