

LEHMAN COLLEGE

The City University of New York

Accommodation Letter Request Form

Students registered with the Office of Student Disability Services notify their professors of their disability related accommodation needs when they present them with Accommodations Letters signed by the Director of Student Disability Services. Students with disabilities are advised to request and present these letters during the first week of each new semester so that accommodations can be provided in a timely manner. When students present their Accommodation Letters to their professors, they should also discuss the provision of accommodations. Students are advised to make an appointment with their professors in order to discuss their accommodations. For example, students receiving testing accommodations must discuss where testing will occur and whether a test is needed in an alternate format. (i.e. large print, audio tape, etc.) If students have any concerns or difficulties with the provision of accommodations, they should contact the Office of Student Disability Services.

Student Name: _____

Address: _____

E-mail address _____

Please list classes, sections, and professor's names: Semester _____

1. Class: _____ Section: _____ Professor: _____

2. Class: _____ Section: _____ Professor: _____

3. Class: _____ Section: _____ Professor: _____

4. Class: _____ Section: _____ Professor: _____

5. Class: _____ Section: _____ Professor: _____

Date Letters Requested: _____

Dates Letters Received: _____

Student's Signature: _____