TO: All Faculty  Semester ___________________________ DATE: ___________________________

FROM: ___________________________, DSPS Counselor  PHONE OR EMAIL: ___________________________

RE: ___________________________ CCFID#: ___________________________

The above-named student has a verified disability and is eligible for the accommodations checked below. This determination is in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADAAA 2008 (as amended). The following arrangements are required to reasonably accommodate the student’s disability:

☐ Adaptive Table and/or ☐ ________Adaptive Chair (arranged by DSPS – informational only)
☐ Assisted Listening Device
☐ Closed Circuit Television (CCTV) (arranged by DSPS – informational only)
☐ Computer Adaptations
☐ Enlarged Print
☐ Extra test time – time plus one half (1.5x) for __________________________________________
☐ Reduced Distraction Environment for testing only
☐ Preferential Seating
☐ Notetaker for Classroom
☐ Scooter
☐ Scribe for Exams
☐ Sign Language Interpretation for Classroom
☐ Sign Language Interpreter of Test Instructions Only
☐ Spelling Checker
☐ Audio Recorder for Classroom
☐ Test in Braille (Instructor to provide exam on disk, hard copy, or email two weeks prior to date.)
☐ Test read to student.
☐ Write directly on test form (not Scantron).
☐ Other (specify) ________________________________________________________________

Test accommodations may be worked out between the instructor and the student. If testing accommodations are not able to be provided in the classroom, the DSPS office can provide a secure test proctoring environment. The student is responsible for discussing test arrangements with their instructors and delivering a completed “Testing Accommodation Request” (TAR) form to the DSPS office by the following deadlines:

- Regular exams and quizzes – one week
- Finals – check the “Testing Accommodation Request” (TAR) form for deadline date

If these TAR form deadlines are not met, the instructor can either authorize the rescheduling of the test at DSPS or provide the accommodations in the classroom. Please contact me at the above phone number/email if you have any questions.

Thank you.