





In addition to submitting this request, please note that it is your responsibility to meet with listed faculty members and directly inform them that you will need academic accommodations in their course. In many instances, it will be most helpful for you to discuss your needs in more detail. It is your decision alone whether or not to disclose the specific nature of your disability (dyslexia, epilepsy, ADD, etc.). It is recommended that you advocate for yourself early in the semester, giving faculty time to make necessary changes in their course preparation, delivery or testing plans. This also helps faculty more clearly understand how they can best assist you. In addition, Disability Services and your faculty advisor may be additional sources of support.

**PLEASE READ AND SIGN:** I understand that my request for accommodations will be based on a documented disability and the supporting documentation currently on file in with Disability Services. Upon my request for notification, faculty, advisors, and staff will be notified only of the specific academic accommodations that should be granted (note taking, extended time, alternate test location, etc.). The specific nature of my disability and the actual evaluation data will not be released unless specifically requested by me. **This authorization for accommodation only applies to the current academic semester.**

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Student Printed Name

Student Signature

Class Year

Date

Contact Information:

Amber D. Morgan – Coordinator of Disability Services

Office: Old Morrison, 111

Phone: (859) 233-8502, Fax: (859) 233-8101.

Email: [admorgan@transy.edu](mailto:admorgan@transy.edu) or [disabilityservices@transy.edu](mailto:disabilityservices@transy.edu)