

DISTANCE EDUCATION COURSES
REQUEST FOR ACCOMMODATIONS

Today's Date: _____ Current Semester: _____ Staff initials: _____

Student Information:

Name: _____ Student ID #: _____

Email: _____ First Distance Education class? Yes No (circle one)

Course/Instructor Information:

Name of course: _____ Class # _____ Time/Day _____

Name of Instructor(s): _____

Instructor's email, (if known) _____

Staff Information Only:

Accommodation(s) for this class: _____

Date arranged: _____ By whom: _____ Follow-up? Yes No, Next step?

Email is to be sent to instructor with a 'cc to the student. Should include:

- A. Name of Student
- B. Student ID#
- C. Class number and time of course
- D. Statement: ex: "John Smith has been approved for __% more time on all quizzes/tests"
- E. Your name and contact information in case of problems
- F. Print out the email, attach to a copy of this form and put in student's file, folder #4