

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 by presenting them with Accommodations Letters signed by the Director of Student Disability Services. Students are advised to present these letters during the beginning of each new semester so that accommodations can be provided in a timely manner. However, they may request accommodations at any point during the semester if eligibility is determined. We recommend that students make an appointment to meet with their professors to discuss their accommodation needs. For example, students receiving testing accommodations should discuss where testing will occur, alternate testing times and if an alternate format (i.e. large print, audio tape, etc.) is required. If students have any concerns or difficulties with the provision of accommodations, they should contact the Office of Student Disability Services without delay.

Student Name:	EMPL ID#:
E-mail:	Phone Number:

Semester/Year:

Please list classes, sections, professor's names, and emails:

Class	Section	Professor's Names	Email

Request Date:

Print or sign: