



**NORTH SEATTLE COLLEGE**

One of the Seattle Colleges

# Disability Services

## Request to Renew Accommodations

**Attach your class schedule with this request.**

Please ask a DS staff member if you need assistance filling out this form

Please print the completed form and submit to the Disability Services Office located at CC2346A.

Name: \_\_\_\_\_ CTCLink ID: \_\_\_\_\_

Email Address: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Quarter (Please check box & enter year):  Summer \_\_\_\_\_  Fall \_\_\_\_\_  Winter \_\_\_\_\_  Spring \_\_\_\_\_

Alright to leave a detailed voice message with department name and reason for our call?  Yes  No

Best way to contact you:  Cell Phone  Email

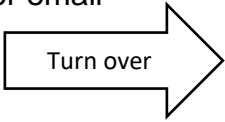
Please check all that approved accommodations that you wish to access:

- Exam:** DS will send Letters of Accommodation to your instructors notifying them of this request. Please follow up with your instructor to discuss Testing Center arrangements.
- Notetaking:**
  - Non-confidential (Daily – Connected with volunteer notetaker)
  - Confidential (Weekly – Received from DS Office)
- Furniture (Chair/Table):** Fill out class schedule on back of form with the classes needing furniture.
- Alternative Format:** Fill out purchased book information on back and include your original purchase receipt.
- Interpreting:** (Please fill out our Interpreting Services Request Form)  
Must be requested at least 4 weeks in advance. Requests for ASL services with less than 4 weeks' notice for ongoing classes may in delayed services. Fulfillment of requests is contingent on result service provider availability.

(387.75 – Seattle Colleges District Procedures and guidelines for the provision of Effective Communication services.  
387.75.01 – Service provider for Seattle Colleges.)

### !ATTENTION!

- Please submit this form at least 3 weeks before the beginning of the quarter. Requests received later than three weeks before the quarter could result in a delay in your accommodations. Especially if you receive:
  - ASL, notetaking, ergonomic chairs, adjustable tables, or alternative textbook formats
- Please notify us immediately if you make changes to your class schedule or get added from a waitlist.
- All LOAs will include the same accommodations you've had previously.
- If you would like to adjust your accommodations, please call us at (206).934.3697 or email [ds@seattlecolleges.edu](mailto:ds@seattlecolleges.edu) to request an appointment.



## Additional Information

**This information is required only if you are requesting furniture or alternative format.**

Course Abbreviation and Number	Course Section	Room #	Furniture (List all furniture needed)
			<input type="checkbox"/> Table <input type="checkbox"/> Chair  <input type="checkbox"/> Other: _____
			<input type="checkbox"/> Table <input type="checkbox"/> Chair  <input type="checkbox"/> Other: _____
			<input type="checkbox"/> Table <input type="checkbox"/> Chair  <input type="checkbox"/> Other: _____
			<input type="checkbox"/> Table <input type="checkbox"/> Chair  <input type="checkbox"/> Other: _____

## Alternative Textbook Request Form

<b>Book # 1</b> Title: _____	13-Digit ISBN#: _____
Publisher: _____	Edition: _____ Year: _____ Author: _____
<b>Book # 2</b> Title: _____	13-Digit ISBN#: _____
Publisher: _____	Edition: _____ Year: _____ Author: _____
<b>Book #3</b> Title: _____	13-Digit ISBN#: _____
Publisher: _____	Edition: _____ Year: _____ Author: _____
<b>Book #4</b> Title: _____	13-Digit ISBN#: _____
Publisher: _____	Edition: _____ Year: _____ Author: _____
<b>Book #5</b> Title: _____	13-Digit ISBN#: _____
Publisher: _____	Edition: _____ Year: _____ Author: _____