



Disability Services

Request to Renew Accommodations

Name: _____

Academic Quarter: _____

CTCLink ID: _____

Email: _____

Date: _____

Cell Phone: _____

Please check one of the two options:

Send my Letter of Accommodation to my class instructors with all my approved accommodations.

I'd like to schedule a 30-minute appointment to discuss adjusting my accommodations.

Please enter your class schedule:

Class Name	Class Number	Class Section	Class Location (Optional)	Instructor Name	Instructor Email

Please checkmark the below boxes ONLY if they are approved:

If you have any of the below accommodations, please checkmark the ones you want us to coordinate for you. If you wish to add these to your LOA, please request an appointment with our office.

Notetaking:

Non-confidential (Daily – Connected with volunteer notetaker):

Confidential (Weekly – Received from DS Office):

Furniture (Chair/Table): (Please input your class locations in the above table)

Alternative Format: (Please include your textbook list and purchase receipt with this form.)

Interpreting: (Please also submit the [ASL Request Form](#) on the Academic Accommodations webpage.)

➤ Must be requested at least 4 weeks in advance. Requests for ASL services with less than 4 weeks' notice for ongoing classes may result in delayed services. Fulfillment of requests is contingent on 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!

1. Please submit this form at least 4 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
2. Please notify us immediately if you make changes to your class schedule or get added from a waitlist.
3. All LOAs will include the same accommodations you've had previously.