



Academic Support Services
Carl Sandburg College
2400 Tom L Wilson Blvd
Galesburg, IL 61401

Jake Runge, Coordinator
jrunge@sandburg.edu
Phone: 309.341.5262
Fax: 309.341.5433

Academic Support - Notification of Disability Support

STUDENT NAME: {\$First name} {\$Last name} **DATE ISSUED:** {\$Date issued}

STUDENT ID:

Approved Accommodations

{\$Accommodations}

Notes from the Student

{\$Student notes}

The student's signature below indicates that the student has read and understands the information above.

Jacob Runge
Coordinator of Academic Support

Student

Please see the next page for additional notices regarding Disability Support Services.

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Academic Support - Letter to Faculty

The student named on the previous page has provided Academic Support Services with sufficient documentation of one or more disabilities to support certain academic accommodations, outlined below. The student's signature at the end of this document certifies their understanding and agreement to Carl Sandburg College's disability support policies and procedures and authorizes the release of disability information as it pertains to relevant accommodations in the classroom environment. The Coordinator of Academic Support's signature at the end of this document verifies the student's need for these accommodations and authorizes their use wherever they do not drastically modify intended course outcomes.

NOTE: As of 2/1/2020, students are not required to sign off on a Letter of Accommodation (LOA) each semester. LOAs are kept on file and sent out automatically at the start of the semester.



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»»»A student signature on this document dated after 2/1/2020 indicates permission to share this document with their support network (including current semester instructors, academic advisors, success coaches, athletic coaches, mentors, and Academic Support staff as indicated in Starfish). This permission can be revoked at any time, but is assumed granted each new semester until intent to revoke is made to Academic Support Services.

Instructor Review

Instructors, please review the accommodations below to ensure that they do not conflict with the intended outcomes of your course or program. If you feel there may be a conflict, please contact the Coordinator of Academic Support. Accommodations will be considered in-effect until such contact is made. Additionally, if you have any questions about how to implement these accommodations, contact the Coordinator of Academic Support (309.341.5262) so that the accommodations are available to the student in a timely manner. For technical questions regarding Moodle settings, please contact the FTLC (309.341.5438).

Student Responsibilities

This letter serves as an acknowledgement of accommodations available to the student. The student has the right to decline any of the listed accommodations and should discuss with you which the student plans to use in your course and at what times. The student should arrange time-sensitive accommodations in advance.

Disability Support Information

The student has read a summary of their legal rights, the College's rights, and the College's disability support policies. This information can be found at <http://sandburg.edu/Services/Disability-Support> under the "More Information" section at the left of the page. Please feel free to contact Academic Support Services for clarification about these or any other disability-related issues.