**Initial Accommodations Request Email**

Thank you for submitting your request for accommodations. We require supporting documentation to fulfill your request.

*Documentation must be from an appropriate, qualified professional who has seen you within the past 18 months and must contain the following information:*

1. *You are a person with a disability.*
2. *The diagnosis (what is the disability?)*
3. *Information about the necessary classroom accommodations you will need to successfully complete the semester. There must be a nexus between the disability and the accommodations requested.*
4. *Name and credentials (license #, etc.) of the diagnostic clinician.*

*Documentation may be emailed to me, but it must be on* ***official letterhead****. If your doctor’s office is unwilling to email me (this is the most likely scenario), they may mail the document to you. Then, scan and email it to me.*

Once the information is submitted, we will schedule a time to meet to discuss the details (in person or via video conference). After our meeting, I will email your professors your specific ADA academic accommodations letter.Accommodations **MUST BE RENEWED EACH SEMESTER.**

Please let me know if you have any other questions or concerns. I look forward to hearing from you.

Sincerely,