

## 'GREEN SHEETS'

The 'Green Sheet' is a form that serves a couple of purposes in the accommodative process. When you sign a student's Schedule & Accommodations Report ('Green Sheet'), you are letting Accommodative Services know that the student has made an appointment to meet with you and that the two of you have discussed the accommodations listed in the top right corner. For example, a student may have a note taker listed as an accommodation but, after speaking with you, may feel one is not needed for your course. Or the student may find that given the format of your exams, extended time may not be needed. You should also discuss whether you will use the testing services available through Accommodative Services or provide the accommodations yourself by having a graduate student, or someone else you assign, proctor the exam at a location you choose. Should you use our services, your signature on the 'Green Sheet' serves as authorization to give exams on your behalf.

### **CONTACT US**

If you have any questions or concerns about an accommodation or how to respond to a student's request, please contact us:

Phone: 315-268-7643

Sheila E. McCarthy, Director of Accommodative Services

[smccarth@clarkson.edu](mailto:smccarth@clarkson.edu)

Marv McGreevy, Sr. Department Secretary