

At Clarkson University, we are committed to ensuring that students with disabilities have equal access to all university programs and activities. Policies and procedures have been developed to allow students to be as independent as possible, to preserve confidentiality, and to provide students who have disabilities with the same exceptional opportunities that are available to all Clarkson students.

The Office of Accommodative Services facilitates accommodations for students with disabilities to ensure equal access to educational programs and services. Examples of accommodations include extended time for test-taking, special meal plans, housing options, and assistive technology. In college, students bear the responsibility for requesting accommodations. The decision-making regarding appropriate accommodations is an interactive process between the student and the Director of Accommodative Services with collaborative input from faculty/staff. To ensure that services and accommodations are available when needed, students must follow the policies and procedures of the Office of Accommodative Services.

If you have a disability or medical condition and think you will require some type of accommodation, please complete this form and return it, along with your disability documentation, to the Office of Accommodative Services. Services will be provided upon completion of the following steps:

1. Submission of current and comprehensive disability documentation. Documentation guidelines are available at <http://web2.clarkson.edu/oas/>
2. Submission of this Documentation Information Release Form
3. Documentation has been reviewed and eligibility for accommodations has been verified by the Office of Accommodative Services. Accommodation requests must be substantiated by the functional limitations detailed in the disability documentation.
4. You have completed a Request for Disability Services and Accommodations Form. This will be given to you at your initial intake interview.
5. You have met with the Director of Accommodative Services for an initial intake interview.
6. You have followed the appropriate procedures for accessing services and accommodations.

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Clarkson Dorm Address \_\_\_\_\_ Clarkson Mail Box #: \_\_\_\_\_

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

**AUTHORIZATION:**

My signature below authorizes the Director of Accommodative Services to contact the health care provider who authored my disability documentation if additional information or clarification is required.

**Please check one:**

Documentation from a licensed professional:  is enclosed  will be sent separately

Date: \_\_\_\_\_

**Student Signature**