

THE COLORADO COLLEGE

Request for Disability Support Services Form

- If you are a student who is requesting disability-related accommodations and/or services at Colorado College, please complete both pages of this form and return it, along with documentation of your disability, to the Disability Services office.
- The documentation you provide should come from a qualified professional and should support your request for accommodations and/or services. If the documentation is incomplete or does not support your request, you may be asked to provide additional documentation. Documentation guidelines can be found on the Disability Services webpage: www.coloradocollege.edu/disabilityservices.
- You are encouraged to contact Disability Services for guidance on the documentation needed for your individual situation.
- Please keep a copy of the documentation for your personal records; Disability Services destroys documentation and other disability-related information seven years after a student leaves the college.
- Due to the intense pace of the Block Plan, documentation and this form should be submitted to Disability Services early enough to allow staff sufficient time to review your request and implement reasonable accommodations and/or services.
- New first-year and transfer students are encouraged to request services as soon as possible after acceptance to the college and confirmation to attend, although you may request services at any time while enrolled at the college.
- Please allow two weeks for the Disability Services staff to review your request for disability support services and supporting documentation. However, if you need services and/or accommodations implemented sooner, please let us know so we can expedite the review process. After we have reviewed your materials, we will contact you regarding the status of your request.
- Contact Disability Services if you are requesting disability-related housing accommodations. The housing accommodation request procedures differ for currently enrolled and new students.
- Please schedule an intake appointment with Jan Edwards, director of Disability Services, to discuss your request for accommodations and/or services. New students should plan to meet upon arrival to campus, preferably before the first day of class.

Please return this form to the Disability Services office.

Disability Services
The Colorado College
14 East Cache La Poudre Street
Colorado Springs, CO 80903-3294

719-227-8285 Phone
719-227-8293 Fax
Learning Commons at Tutt Library, Room 152

Name _____ Colorado College ID # _____

Cell Phone # _____ May Disability Services leave a message? YES NO

Home Phone # _____ May Disability Services leave a message? YES NO

CC Worner Box # (if available) _____

Home Address _____

CC E-mail Address (if available) _____

Personal E-mail Address _____

(Please note that once activated, your CC e-mail account will be the preferred address for e-mail communication by the Disability Services staff.)

You may use additional paper to complete your responses to the items below, if needed.

Please describe each disability for which you are requesting services.

How does your disability affect academic and other activities?

List the accommodations and services you are requesting at Colorado College (e.g., 50% extended time on exams, distraction-reduced exam setting, notetaking services).

Please describe any additional concerns you may have.

Please check one:

Documentation of disability from a qualified professional is attached will be sent separately

Student's Signature _____ **Date** _____