Accommodation Letter Request

Student Disability Services
Tarleton State University

Steps for notifying your instructors of your approved academic accommodations in writing:

1. Fill out this Accommodation Letter Request form and return to the Office of Student Disability Services. Be sure your information coincides with the listings in the current class schedule.

2. Come by the Office of Student Disability Services to pick up your letters. *(You will receive an email once your request has been complete. Letters will generally be ready within 3-5 business days of the request)*

3. It is your responsibility to provide your instructors with the Accommodation Letters. Discuss your accommodations with your professor so that both of you will be aware of what is expected during the semester.

PLEASE PRINT.

Name: _____
First Middle Last

Today's Date: _____ TSU ID: _____
Month/Day/Year

Local Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____
(Area Code) Local Number (Area Code) Alternate

TSU Email Address: _____

PLEASE SELECT THE SEMESTER YOU ARE REQUESTING ACCOMMODATION LETTERS.

Semester: ☐ Fall ☐ Spring ☐ Summer I ☐ Summer II Year: _____

OFFICE USE ONLY

Date Request Received: _____ **Date Request Completed:** _____