



# NORTHEASTERN STATE UNIVERSITY

## Official Request for Services Form

Tahlequah - Hawkreach Leoser Center  
918-444-2042 or Ext. 2042

Student Disability Services

Broken Arrow - Admin Services 127  
918-449-6139 or Ext. 6139

Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

Local Address	Permanent Address (If different from local).
Street _____	Street _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Phone _____	Phone _____
Email _____	Email _____

Statement of Disability: \_\_\_\_\_

Semester and year for which you are making request:       FALL       SPRING       SUMMER      20 \_\_\_\_\_

Please use the grid below to list each request. If you are requesting adaptive equipment be specific regarding need and type.

_____
_____
_____
_____

It is my responsibility to provide the coordinator of Student Disability Services with proof of my disability and to make a request for accommodation in writing. I understand that I may be required to provide access to confidential records regarding my disability from licensed or certified professionals or agencies to qualify for services. I understand that any records obtained will be handled in a confidential manner and that permanent accommodation(s) is pending until official confirmation of my disability has been established.

Signature: \_\_\_\_\_

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

Examples of Services Offered Include:

- |                       |   |
|-----------------------|---|
| Extended Test Time    | Orally Proctored Exams                  |
| Volunteer Note-takers | Faculty Notifications                   |
| Special Seating       | Adaptive Equipment                      |
| Audio Texts           | Enlarged Materials                      |
| Resource Referrals    | Accessibility Concerns                  |
| Interpreters          | Distraction Reduced Testing Environment |
| Classroom Relocation  |   |

Accommodations are determined on an individual basis

Northeastern State University and Student Disability Services are committed with ensuring that the special needs, rights and interests of students with disabilities are met. Under university policy, as well as federal and state laws, qualified students with disabilities are entitled to reasonable accommodations that will allow them access to programs, jobs, services and activities unless the accommodation(s) will pose an undue hardship on the university. Students are encouraged to apply for services early and to schedule a meeting to discuss their individual needs. Students are required to renew their request for accommodations at the start of each semester.

**TEMPORARY APPROVAL (For Office Use Only)**

Your request for accommodation will be temporarily approved for \_\_\_\_ 30-day period/ \_\_\_\_ 60-day period. Permanent approval is contingent upon the following condition(s):

- Review by the coordinator of Student Disability Services
- Receipt of sufficient documentation to support disability
- Other \_\_\_\_\_

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

**APPROVAL/MODIFICATION AND APPROVAL OF REQUESTS (For Office Use Only)**

Request for \_\_\_\_\_

Approved with following adjustment(s)/change(s):

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

**EXPLANATION OF DENIAL FOR ACCOMMODATION (For Office Use Only)**

Request for \_\_\_\_\_

Denied due to/for:

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