

Disability Services Request Form

(Request for academic adjustments/physical accommodations)

Many services are offered at Ashland University for students with documented disabilities. **In order to receive these services, documentation must be sent directly to the Office of Disability Services.**

Eligibility

Students are eligible to receive accommodations if the disability is documented by a:

- ❖ Medical Doctor
- ❖ Psychologist
- ❖ Psychiatrist
- ❖ School Psychologist

Documentation* must:

- ❖ Include the diagnosis of the disability and how it impacts the student's learning and classroom performance.
- ❖ Include recommendations for reasonable accommodations supported by the documentation.
- ❖ Be no older than 3 years for students with AD/HD and other psychological disabilities.
- ❖ Include a copy of the Multi-Factored Evaluation if from a school.

*Disability Services reserves the right to ask the student to provide current or more complete documentation at the student's expense.

Send or fax documentation to: The Office of Disability Services
Suzanne G. Salvo, Director
105 Amstutz Hall
Ashland University
Ashland, Ohio 44805
Phone: (419) 289 -5953
Fax: (419) 289 -5294

Detach and send with documentation as soon as possible.

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Per my documentation, the following academic adjustment(s)/accommodation(s) is/are reasonable:

<input type="checkbox"/> Physically Accessible Classrooms	<input type="checkbox"/> Braille Textbooks
<input type="checkbox"/> Note Takers	<input type="checkbox"/> Sign Language Interpreters
<input type="checkbox"/> Taped Textbooks	<input type="checkbox"/> Test Accommodations
<input type="checkbox"/> Other – Please Explain: _____	

