ACCOMMODATION LETTER REQUEST

Kansas State University Polytechnic – Academic and Student Services Office

1. Your Application for Accommodations and Services must be on file with the Academic and Student Services before submitting this request.
2. Your letters will be ready for you to pick up in the Academic and Student Services office two (2) days after submitting this request.
3. If you will be using test taking accommodations, a staff member will review the process with you when you pick up your letters.
4. It is your responsibility to deliver these letters and to discuss specific accommodations with your instructors. It is recommended that you either make an appointment or meet with them during their scheduled office hours.
5. Accommodations will be provided only after you provide your instructor with the letter outlining your accommodations.
6. Follow up with your instructors, note-takers, or testing arrangements as appropriate. The Academic and Student Support Services arranges for accommodations; however, it is the student's responsibility to advocate and discuss individual needs with the instructor.

Semester: ☐ Fall Semester ☐ Spring Semester ☐ Summer Session **Year:**_____

Full Name: _____

(First) (Middle) (Last)

WID#: _____

What Accommodations are you seeking? (Please select all that apply)

☐ Alternative Text ☐ Use of a Calculator ☐ Extended Time ☐ Instructor Notes

☐ Assistive Listening ☐ Quiet Exam Setting ☐ Note-Taking Services ☐ Flexible Attendance

☐ Other _____

Please list the courses in which you are requesting accommodations.

Course Name	Course Number	Course Title	Course Instructor

Please complete this request for Accommodation Letters and return to:

Kansas State University Polytechnic | Academic and Student Services Office | College Center 208 | 2310 Centennial Road

Salina, KS 67401-8196 | Phone: 785-826-2674 | Email: polytechnicadvising@ksu.edu