



## Section I: Student Accommodation Request Form

The College of Our Lady of the Elms (Elms College) makes every effort to provide reasonable accommodations to students with documented disabilities. All accommodations for students with disabilities are handled via the office of Student Accommodations and Support Services (SASS), a division of the Center for Student Success.

In compliance with Section 504 of the Rehabilitation Act of 1973 and the implementing regulations 34 CFR part 104 (barring discrimination on the basis of disability) and the Americans with Disabilities Act (ADA) of 1990, and the implementing regulations in 29 CFR part 1630 (1992), Elms College has established specific guidelines for students seeking accommodations.

This document is to be completed by the student unless the diagnosed disability/impairment prevents them from doing so. Incomplete forms may result in delays with accommodation determination.

Legal Full Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Student Email Address: \_\_\_\_\_

A. Diagnosed Disability/Impairment(s):

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B. Accommodation(s) being requested, as they relate to your diagnosed disability/impairment(s):

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C. How will the requested accommodations assist you while attending Elms College?

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

Date \_\_\_\_\_

Preparer name (printed) if other than student: \_\_\_\_\_

Preparer signature: \_\_\_\_\_

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

Relationship to student: \_\_\_\_\_

Once complete, please submit directly to Tiffani Ashline, Director of Student Accommodations & Support Services (SASS) for Elms College via one of the following options:

Drop off in person to SASS

*(Do NOT leave documentation with anyone other than Tiffani. SASS Dropbox is available outside of Tiffani's office).*

Secure E-Fax: 413-474-7188

Email (as an attachment): [sass@elms.edu](mailto:sass@elms.edu)

Mailing Address:

Elms College

Attn: Tiffani Ashline

Alumnae Library, 2nd Floor

21 Springfield Street

Chicopee, MA 01013

*Accommodation requests will be reviewed once both the formal student request and supporting documentation from a qualified medical professional are submitted to SASS.*