



# Section I: Student Accommodation Request Form

**Overview:** In accordance with the Americans with Disabilities Act (ADA) of 1990, Americans with Disabilities Act as Amended (ADAA) of 2008, Section 504 of the Rehabilitation Act of 1973, and the Fair Housing Act (FHA), Elms College makes every effort to provide reasonable accommodations to students with documented disabilities who meet the College’s eligibility and verification requirements. 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 (CSS).

**Directions:** 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 Phone #: \_\_\_\_\_

Student’s Elms Email Address: \_\_\_\_\_

Preferred Method of Contact: Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Both: \_\_\_\_\_

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 Physical Signature (NOT TYPED): \_\_\_\_\_

Date \_\_\_\_\_

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**If prepared by anyone other than the student, please complete the following.**

Preparer name (printed): \_\_\_\_\_

Preparer's Physical Signature (NOT TYPED) \_\_\_\_\_

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

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

Contact phone number or email address: \_\_\_\_\_

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

\*Drop off in person to SASS  
(*Second floor of the Alumnae Library in the Center for Student Success*)

\*Secure E-Fax: 413-474-7188

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

\* Physical Mailing Address:  
Elms College  
Attn: SASS, Alumnae Library, 2nd Floor  
291 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.*