

MONROE COLLEGE

OFFICE OF DISABILITY SERVICES INITIAL INTAKE FORM

Monroe College's Office of Disability Services (ODS) asks all students who request an academic accommodation due to a disability to complete this form. This form and the information you provide in it to the ODS is only shared with Monroe College administrators and personnel who need to know the information in order to assess the request for accommodation and/or to actually provide the accommodation.

Proper documentation of your disability must be provided to this office in order for ODS to grant a request for accommodation. Sufficient and complete documentation may be required in order to grant a request for an accommodation. If documentation is incomplete or inadequate, students may be asked to supply additional documentation.

You must make a timely request for an accommodation and a request must be made each semester that you are enrolled at Monroe College. Only accommodations that are reasonable and allow for you to have equal access to educational programs will be provided by this office.

| |
|---|
| Name: _____ ID#: _____ |
| Major: _____ Date of Birth: _____ |
| Initial semester of enrollment at Monroe College: _____ |
| Cell Phone Number: _____ E-mail Address: _____ |
| Address: _____ |
| Will you be living on campus or off campus? <input type="radio"/> On Campus <input type="radio"/> Off Campus |
| In case of emergency, please provide us with the contact information of a family member, friend, or agency: |
| Name: _____ Relationship: _____ |
| Telephone #: _____ E-mail: _____ |
| Please answer the following questions. |
| 1. Are you requesting reasonable modifications or accommodations on the basis of a disability? <input type="radio"/> Yes <input type="radio"/> No |
| 2. If so, what reasonable modification or accommodation do you request? |
| _____ |
| _____ |
| 3. How would the reasonable modification or accommodation address your disability? |
| _____ |
| _____ |
| 4. In case of a building emergency evacuation, will you require help in exiting the premises to a safe area? <input type="radio"/> Yes <input type="radio"/> No |

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Obtain a Professional Letter of Authentication: Learning Disabled students can submit a High School Individual Educational Plan (*IEP and all accompanying documents*) on letterhead paper or other appropriate professional documentation by a qualified licensed practitioner. An IEP does not specifically satisfy all requirements of the student to document the need for reasonable accommodation. The college reserves the right to obtain or require additional information as may be required to document a specific need. All other submissions are to be completed on letterhead paper by a physician, neuropsychologist, psychologist, audiologist or psychiatrist. The letter must certify and provide detailed documentation of how this individual's disability includes functional limitations as they relate to college level courses of study. The authentication letter will also require the signature and phone number of the appropriate professional and clear recommendations for services/accommodations to improve the student's performance.

Student Signature

Date

Signature: Saadia Del Llano
Acting 504 Coordinator - Office of Disabilities Services
Monroe College
New Rochelle Campus
Phone: 914-740-6432 / Fax: 914-813-1273

Date