ACCESSIBILITY SERVICES CHECKLIST
for students with special needs

TIMEFRAME: As soon as possible – Please be aware that some accommodations take weeks (sometimes months) to arrange

✓ Contact Dave Donaldson at 419-267-1265, Office A105F, or ada@northweststate.edu

1. Describe your disability
2. Request specific academic accommodations
3. Provide documentation of disability and accommodations

✓ Pick up the ACCESSIBILITY SERVICES INFORMATION FOLDER from Dave and complete the enclosed intake and release forms

TIMEFRAME – First class period

✓ Introduce yourself to your instructor and share information about your disability that will impact academic performance

TIMEFRAME – Throughout the semester

✓ Seek assistance as needed from instructors, academic advisor, and staff in the Student Resource Center (A building, first floor)