



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 A105B**, 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)