

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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1. Learning Disabled students can submit a 12th grade High School Individual Educational Plan (IEP) and all accompany documents. Note that an IEP may 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 specific need or accommodation

2. Obtain a Professional Letter of Authentication on letter head paper indicating the following information.

- Letter must be completed by an appropriate professionally credential and qualified licensed (*physician, neuropsychologist, neurologist, psychologist, ophthalmologist, audiologist or psychiatrist*) healthcare practitioner listed
- DSM-V/Medical Diagnosis:
- Certify and provide detailed documentation of how students individual’s disability includes functional limitations as they relate to college level courses of study
- Clear recommendations for services, accommodations or strategies to mitigate potential academic or environmental barriers
- List any auxiliary aids necessary to ensure equal access
- Date of Diagnosis:
- License #
- Signature and phone
- Date of last contact with the student

Student Signature

Date

Signature: **Saadia Del Llano**
504 Coordinator — Office of Disabilities Services
Monroe College
434 Main Hall
New Rochelle, NY 10801
Phone: 646-393-8228 / Fax: 914-813-1268
sdellano@monroecollege.edu

Date