



# ACCOMMODATION REQUEST FORM

Disability Services Office  
Kutztown University  
VOICE: (610) 683-4108  
TTY: (610) 683-4499  
FAX: (610) 683-1520  
www.kutztown.edu/DSO

This information will be kept strictly confidential and will enable us to consider advise you of available support services.

Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_ Pronouns: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Major(s): \_\_\_\_\_ KU ID: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ KU Email: \_\_\_\_\_ @live.kutztown.edu

What is your student status? \_\_\_\_\_ Are you a Vet or currently in the military? \_\_\_\_\_

Where will you be living while enrolled in courses? \_\_\_\_\_ Is your disability temporary? \_\_\_\_\_

**State your disability/disabilities or diagnosis/diagnoses for which you are requesting accommodations.**

\_\_\_\_\_

**Describe how your disability or disabilities currently impact(s) you in the following settings.**

In the school/academically (Enter "none" if there is no impact in this setting)

In social situations/personally (Enter "none" if there is no impact in this setting)

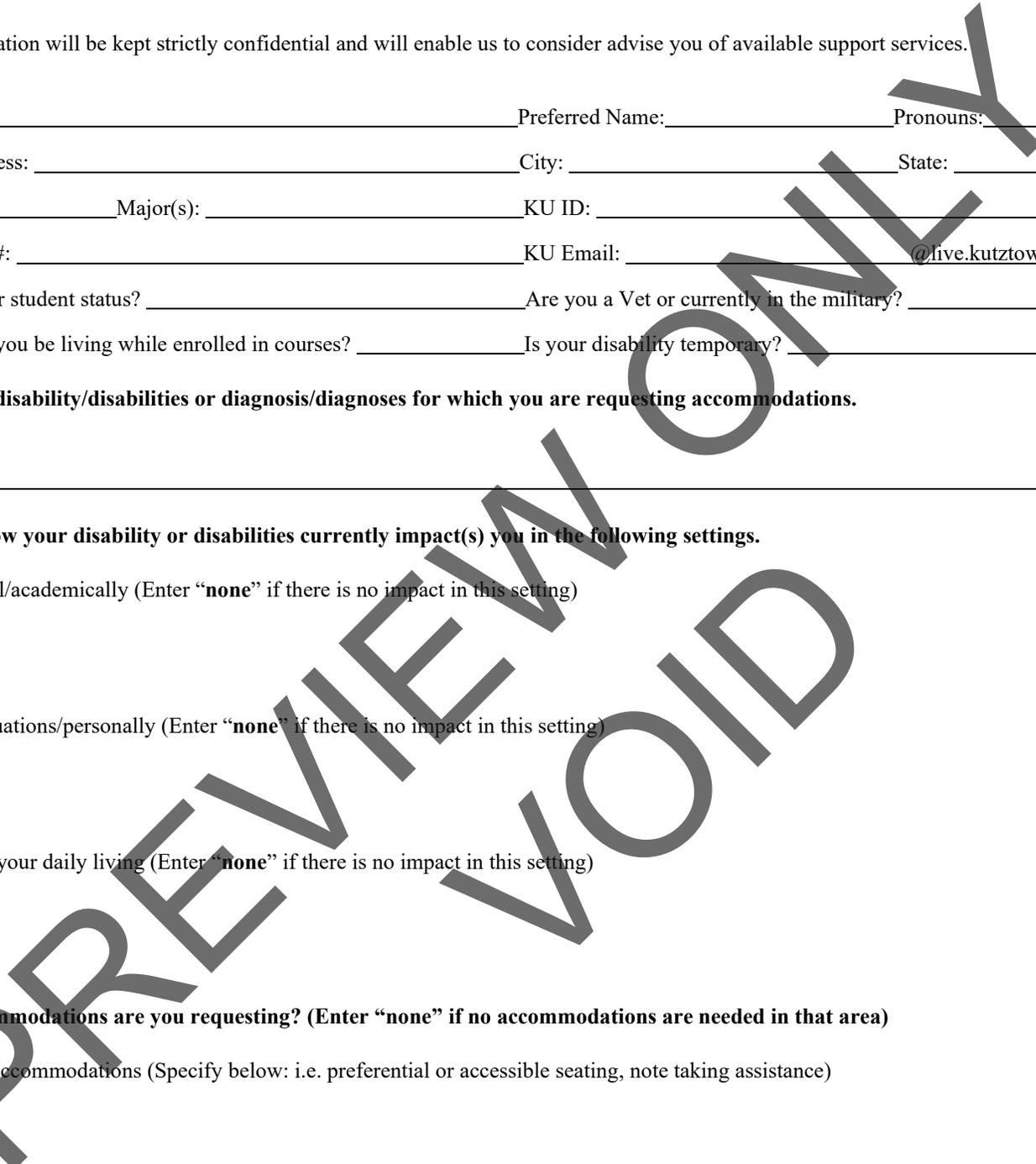
At home/in your daily living (Enter "none" if there is no impact in this setting)

**What accommodations are you requesting? (Enter "none" if no accommodations are needed in that area)**

Classroom accommodations (Specify below: i.e. preferential or accessible seating, note taking assistance)

Instructional materials (Specify below: i.e. alternative textbook format, use of electronic or enlarged print handouts/material)

Testing accommodations (Specify below: i.e. extended test time, distraction reduced testing, scribe, reader)



Housing and Dining accommodations (Specify below: special room arrangements, special dietary needs)

**ACADEMIC HISTORY** – If you are requesting housing or dining accommodations only, you may skip questions 1-12 and go directly to the Disclosure Statement below

1. Did you have an IEP while in high school?
2. Did you have a 504 Plan/Agreement while in high school?
3. Did you have accommodations at another college or university?
4. Overall, how would you describe your grades in high school?
5. Which best describes the high school you attended?
6. Which best describes the structure of your courses in high school?
7. Did you have a one-on-one aid or classroom assistant while in high school?
8. Did you have the ability to re-take exams (due to low grades) while in high school?
9. Did you receive teacher's notes or guided notes while in high school?
10. Did you take modified exams (i.e. have fewer questions/responses) while in high school?
11. Did you have modified homework assignments while in high school?
12. Did you use electronic textbooks or audio books while in high school?

## DISCLOSURE STATEMENT

I understand that in the process of arranging for specific accommodations, the DSO may need to disclose limited information about me to other campus personnel. The information disclosed will not be more than is necessary to process the request.

All communication regarding the status of this request will be sent to the student's KU email account. Please check this account frequently for updates and further instructions.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Kutztown University does not discriminate in employment or educational opportunities on the basis of sex, race, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity, or veteran status. To discuss a complaint of discrimination, please contact the University's Title IX Coordinator located in the Office of Social Equity, Old Main A-Wing, Room 02, by phone at 610-683-4700 or by e-mail at [pena@kutztown.edu](mailto:pena@kutztown.edu) or the Office for Civil Rights located in the Lyndon Baines Johnson Department of Education Bldg, 400 Maryland Avenue, SW, Washington, DC 20202-1100, by phone at 800-421-3481 (TDD: 800-877-8339), by fax at 202-453-6012, or by e-mail at [OCR@ed.gov](mailto:OCR@ed.gov).