



Student Instructions and Agreement for Accommodations

1. Fill out and send the Accommodation Petition Form to the Accessibilities Services Department (ASD) [Accommodations Petition Form](#)
2. Attach documentation that supports your request for accommodation (IEP, 504, or other ADA documentation)
3. Contact ASD via email, phone, or in person to discuss and write your accommodation letter.

a). The ASD Coordinator will work with students either in person or via email and **write** the Accommodation Letter for each class.

b). Student will **sign the request(s)** (either in person or ASD coordinator can email the letter to the student via NMSU email address).

c). The ASD Coordinator will **email** Accommodation Letter(s) to each instructor and copy student to the email.

d). Student should **contact each instructor** via email or in person during first week of classes to confirm and/or clarify the accommodation needs.

e). Instructor will sign the Accommodation Letter and send it back to ASD.

f). Students should **contact the ASD Office** immediately if they need to change an Accommodation request any time during the semester.

**** NOTE:

Know that accommodations are not valid/active until the steps above are completed.

The process to write accommodation letters will be repeated every semester since the Accommodation Letter is a personalized document that will reflect the needs for each class; however, if the student has a permanent disability, the ADA documentation only needs to be provided when registering with the ASD for the first time.

Student Signature: _____ Date: _____