

**Virginia State University**  
**Student Accessibility Office (SAO)**  
**Reasonable Accommodation Request Contract**

**CONFIDENTIAL**

Student Name: \_\_\_\_\_ V#: V00 \_\_\_\_\_ Date: \_\_\_\_\_

Student's Email Address: \_\_\_\_\_ Student's Cell Phone #: \_\_\_\_\_

During this session, it was suggested that the above named student receive the following reasonable accommodations during the Fall Spring Summer (please circle the current semester) \_\_\_\_\_ (year).

**SAO Recommendation Accommodations:**

____ Note taker	____ Digital recorded lectures
____ Extended Time for testing	____ Enlarged print
____ Alternate Testing site	____ Emergency Note taker
____ Adaptive Equipment (E-books or books on CD)	____ Preferential Seating
____ Excused Tardiness (15 minutes)	____ Use of laptop or calculator
____ Assistive Technology _____ (specify)	____ Accessible tables/desks/chairs
____ Scribe	____ Other _____

**Student: Please Initial ONE of the following:**

\_\_\_\_\_ I agree to the recommended accommodations as indicated above, by check mark.

\_\_\_\_\_ I do not agree to the recommended accommodations as indicated above, by check mark.

Please note:

Accommodations must be requested by the student **each** semester. If you decide to request accommodations at a later date, you may do so. However, SAO must be notified immediately regarding this change.

Once the request has been completed and submitted, accommodation letters will be sent to professors electronically within 10 business days of the request. The student will be copied on the email to ensure clarity (between the student, the faculty member, and the SAO office) of the accommodations being provided. Once the letter is returned back to the office via email, it will be placed into the student's confidential file.

If you are taking an online course (away from VSU campus) and are not available to sign your reasonable accommodations request form, one of the SAO designees will print your name and sign theirs, in your absence. You will then be provided with the reasonable accommodation letter, via email, from the SAO.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Designee)