



## Directions for Completing Reasonable Accommodation Forms

1. Go to the DSS webpage. [www.lmu.edu/dss](http://www.lmu.edu/dss).
2. Along the left hand side you will see a number of links. Click on the link that says "[Forms and FAQs](#)".
3. Next, click on the link that says "[Downloadable Forms](#)"
4. The first form you will complete each semester is the [Student Contract Form](#) (MS Word Version) or [Student Contract Form](#) (Adobe Version). If you don't have Adobe Acrobat you can download it for free at [www.adobe.com](http://www.adobe.com). This form is required to be completed and signed each semester you wish to receive accommodations. **This is your contract with our office.**
5. Next, scroll down the page and click on the link that says "[Reasonable Accommodation Form \(Acrobat\)](#)"
6. After opening the Reasonable Accommodation form, print out **two copies** and fill in the sections for your name, course, semester, and date.
7. After printing two copies for each of your classes you must sign the form at the bottom with an ink pen.
8. **Bring all of the forms to the DSS office for the Coordinator to sign off for each of the accommodations you have available to you before having your professor sign them!**
9. The DSS Coordinator will then sign and stamp each Accommodation Form. You will take both forms to your professor and have them sign both forms.
10. After the professor signs both Accommodation Forms you should leave one copy of the form with your professor, and immediately return the other form to the DSS Coordinator.

*Thank you for your continued hard work and your cooperation to make the facilitation of your accommodations as quickly as possible.*