



DISABILITY SUPPORT SERVICES
STUDENT CONTRACT FORM

Please Follow these Instructions:

1. All blanks on form must be completed for the contract to be accepted.
2. You will complete this contract for each semester and summer session that you wish to receive services through the DSS office. You will meet with DSS staff just prior to or no later than two weeks following each term to review this form and sign Request for Accommodation Forms that you will take to your professors.

Term: Fall / Spring / Summer I II **Year:** _____

First Name: _____ **MI:** _____ **Last Name:** _____

Student ID: _____ **Current Phone:** (_____) _____

E-mail (check daily): _____

Local address: _____

- I am requesting academic accommodations for this term.
- I understand that I can only request accommodations that have been approved by the DSS office.
- If I make changes to my class schedule (drop/add classes), or my accommodation request, I will notify Disability Services immediately (within 24 hours) of the change.
- I also understand that if I do not complete my Accommodations and Request for Proctoring Services forms within the required time-frame, that the DSS office may not be able to provide me with the services I have requested.

By signing below I agree to uphold the guidelines listed above.

Student Signature: _____ **Date:** _____

ATTENTION:
ONLY fill out the back of this sheet if note taking is one of your accommodations.

Request for Note Taking Services

Please complete this form in order to request a note taker for your course work this semester. Note takers will be hired based on the information that you provide, so please make sure that it is accurate and complete. If you drop a course for any reason, you must notify the DSS Office immediately (within 24 hours).

To ensure your privacy, note takers do not know the identity of the person that they are taking notes for. Please provide us with an alias that we may give to your note taker.

I would like my alias to be: _____

This semester I will need a note taker for the following courses:

Course (e.g. HIST 120): _____	Section #: _____
Instructor: _____	Days/Time of Class: _____
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Instructor: _____	Days/Time of Class: _____
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Instructor: _____	Days/Time of Class: _____
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