

ACCOMMODATION LETTER for Nemo Fish
For: All Quarters of Student's Enrollment

Dear Instructor,

This is to notify you that the **Nemo Fish** has presented the required documentation to substantiate the fact that they have a disability. The American with Disabilities Act and section 504 of the Rehabilitation Act of 1973 require that students with disabilities are not discriminated against due to their disability and have a right to reasonable accommodations on campus for equal access to the programs, activities and benefits.

*The information contained in this document is **CONFIDENTIAL** and should not be disclosed to a third party the express permission of the student (see A.D.A. Title 1 at 42 USC ss12112(d)(3) & (4); 29 cfr ss 1630.14-1630.16).*

This student is eligible to receive the accommodations listed on this form. Please contact **CDS at 253-388-9272** with any questions or concerns regarding these accommodations and/or student. **TO EQUALIZE THIS STUDENT'S CHANCES FOR ACADEMIC SUCCESS, THE FOLLOWING ACADEMIC ACCOMMODATIONS ARE NECESSARY.** Discuss these with the student privately upon receipt of this letter.

CLASSROOM ACCOMMODATIONS for Nemo Fish:

- ◆ **Notetaking services.**
 - CDS will attempt to secure notetakers before the quarter begins; however, in some cases we may enlist the aid of the faculty in announcing the need for a classmate to share notes.
- ◆ **An adjustable chair.** On occasion may need to stand up or move around quietly in the back of the classroom.
- ◆ Additional time to complete in-class assignments. Additional time of a reasonable period, with an established due date must be discussed and agreed upon by the instructor and the student, prior to each assignment's due date.

EXAMINATION ACCOMMODATIONS FOR Nemo Fish:

- ◆ **Time and a half** (1.5 times the amount of time given to the rest of the class) on all quizzes and exams.
- ◆ Double the time given to other students in the class on all quizzes and exam.
- ◆ A scribe to take the student's dictation (provided by CDS).

IF POSSIBLE, PLEASE PROCTOR EXAMS WITHIN YOUR DEPARTMENT providing the testing accommodations listed in this letter. If you are unable to proctor the exams, CDS has a testing room where the exams may be taken and the necessary adjustments and modifications provided. If this is the case, the faculty will need to **complete and return the attached orange exam accommodation form** with your examination requirements and schedule. **Please return the form to CDS within five days of receiving this memorandum.** It is essential that CDS receive this information as soon as possible, because CDS has limited testing space and scheduling needs to be completed.

YOU KEEP THIS For a record of accommodations