

## Office of Disability Services Initial Intake Form

Monroe College's Office of Disability Services (ODS) asks all students who request an academic accommodation due to a disability to complete this form. This form and the information you provide in it to the ODS is only shared with Monroe College administrators and personnel who need to know the information in order to assess the request for accommodation and/or to actually provide the accommodation.

Proper documentation of your disability must be provided to this office in order for ODS to grant a request for accommodation. Sufficient and complete documentation may be required in order to grant a request for an accommodation. If documentation is incomplete or inadequate, students may be asked to supply additional documentation.

You must make a timely request for an accommodation and a request must be made each semester that you are enrolled at Monroe College. Only accommodations that are reasonable and allow for you to have equal access to educational programs will be provided by this office.

<b>Name:</b> _____	<b>ID #:</b> _____
_____	
<b>Major:</b> _____	<b>Date of Birth:</b> _____
_____	
<b>Initial semester of enrollment at Monroe College:</b> _____	
<b>Cell Phone Number:</b> _____	<b>Email Address:</b> _____
_____	
<b>Address:</b> _____	
_____	
<b>Will you be living on campus or off campus? YES NO</b>	
In case of emergency, please provide us with the contact information of a family member, friend, or agency:	
<b>Name:</b> _____	<b>Relationship:</b> _____
<b>Telephone #:</b> _____	<b>Email:</b> _____

**Please answer the following questions.**

**1. Are you requesting reasonable modifications or accommodations on the basis of a disability?**

**YES NO**

**2. If so, what reasonable modification or accommodation do you request?**

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**3. How would the reasonable modification or accommodation address your disability?**

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**4. In case of a building emergency evacuation, will you require help in exiting the premises to a safe area?**

**YES NO**



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**Obtain a Professional Letter of Authentication:** Learning Disabled students can submit a **12<sup>th</sup> grade** High School Individual Educational Plan (***IEP and all accompany documents***) on letterhead paper or other appropriate professional documentation by a qualified licensed practitioner. An IEP does not specifically satisfy all requirements of the student to document the need for reasonable accommodation. The college reserves the right to obtain or require additional information as may be required to document specific need. All other submissions are to be completed on letterhead paper by a physician, neuropsychologist, psychologist, audiologist or psychiatrist. The letter must certify and provide detailed documentation of how this individual's disability includes functional limitations as they relate to college level courses of study. The authentication letter will also require the signature, phone of the appropriate professional and clear recommendations for services/accommodations to improve the student's performance.

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Student Signature

Date

Signature: \_\_\_\_\_

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Tina Serrano  
504 Coordinator - Office of Disabilities Services  
Monroe College Bronx Campus  
Phone: 646-761-0607 / Fax: 646-393-8916

Date