

**Montgomery College
Continuing Education**

**Disability Support Services Application and Request for Accommodations
Please request at least six (6) weeks before the class begins
to allow enough time to make arrangements.**

Late request may cause a delay in services – possibly until the course is given again.

Name: _____ Date: _____
Address: _____ City: _____ State: _____ Zip: _____
Student ID #: M2 _____ Email: _____
Telephone: (day) _____ (evening) _____
Disability: _____
Referred By: _____
Course Title: _____ CRN: _____
Program: _____ Instructor's name: _____
Begin date: _____ End Date: _____

If you request accommodation for this course, you will be required to submit documentation to Disability Support Service Documentation is confidential and maintained at the DSS Office. Please check the accommodations you may need for this course.

Please note that academic accommodations are built into both the Challenge and Graduate Transition Programs. Please contact the Program Director, Karla Nabors at 240-567-1660 if you have any questions.

Notetaker Test in a quiet place Alternative print format
 Scribe Extended time on tests Enlarge print
 Reader Assistive listening device Assistive computer equipment
 Tape recorder Sign interpreter/ transliterator/ captionist Table and chair
**(To request an interpreter, call DSS:
240-567-5058 Voice or TTY 301-294-9672.)**

**I WILL NEED ASSISTANCE IN EMERGENCY EVACUATION SITUATIONS YES NO
IF YOU NEED ASSISTANCE, THIS INFORMATION WILL BE SHARED WITH CAMPUS SECURITY.**

I UNDERSTAND THAT ARRANGING SERVICE WILL NECESSITATE SHARING WITH MY INSTRUCTORS INFORMATION REGARDING MY DISABILITY AS IT RELATES TO MY ACADEMIC WELFARE. I GIVE MY PERMISSION FOR DSS PERSONNEL TO CONTACT THE PROGRAM DIRECTORS/ INSTRUCTORS REGARDING MY ACADEMIC PROGRESS, AS NEEDED.

SIGNATURE _____ DATE _____

The information above will remain confidential and Disability Support Services will maintain this document.

Please return this form to:
Sherralyn Bassey
Montgomery College
Continuing Education
51 Mannakee Street
Rockville, Maryland 20850
Voice: 240-567-7920 Fax: 240-567-7937

For Office Use Only: Program Director _____