Registering for academic accommodations

Steps to register with your school's accessibility office, what to ask your health professional for, and the every-term routine.

NAME _____ DATE _____

REGISTER (ONCE)

- [ ] Find my school's accessibility office page and read its process
- [ ] Ask what documentation they accept
- [ ] Book an intake appointment
- [ ] Submit documentation
- [ ] Meet my advisor and agree accommodations
- [ ] Get my accommodation letter

ASK YOUR HEALTH PROFESSIONAL TO INCLUDE (CHECK YOUR SCHOOL'S FORM)

- [ ] How the condition affects learning, exams or attendance (not just a diagnosis)
- [ ] Expected duration
- [ ] Recommended accommodations, if any
- [ ] Health professional's details and signature

EVERY TERM

- [ ] Request or renew accommodations for each new course
- [ ] Send letters to instructors (if my school uses this step)
- [ ] Note exam booking deadlines
- [ ] Check my letter is correct

Processes differ by school. Your accessibility office's own page is the official guide.