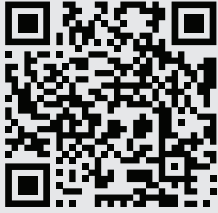




REQUEST FOR STUDENT ACCOMMODATIONS

1

Request Form



Complete the online [Student Accommodations Request Form](#) to self identify your accommodation needs.

manhattantech.edu/student-accommodation-request

2

Provide Documentation



Gather documents establishing the existence of a disability. [Refer to the support services and accommodations webpage](#) for complete details on appropriate documentation.

3

Meet with Student Services



Visit the [online appointment scheduler](#) to schedule a meeting with the appropriate individual.

You can also call: 785.587.2800

Accommodations can be approved and activated throughout the semester, but are not retroactive. Untimely requests may result in delay, substitutions, or the inability to fulfill the request(s).

4

Letter of Accommodation



If your documentation is sufficient and accommodations are approved, you will be provided a [Letter of Accommodation](#) for each of your courses. You will need to provide the letter to your instructors and communicate with them directly about the accommodations you are approved to receive.

If your documentation is not sufficient, you may need to provide additional documentation to the Student Services Office.

5

Renew Each Semester



Returning students who have registered for courses should arrange for student accommodations each semester. Letter of Accommodations documents must be renewed each semester for new courses.

Documentation Guidelines



- Documentation must be typewritten on business letterhead from a licensed professional (not related to the student) who is qualified to give a psychological and/or medical diagnosis. The name, credentials, and signature of the licensed professional must appear on the documentation.
- The documentation must include all pertinent diagnoses, clearly stated and explained.
- Information outlining testing/assessment tools must be included. Learning disability testing must include the actual standard test scores; student must be tested using measures normed on adult populations.

QUESTIONS?

Manhattan Tech Student Services
Accommodations@manhattantech.edu
Phone: 785-320-4572

3136 Dickens Ave
Manhattan, KS 66503

