



**Accommodation Letters (All students)**

Date letters were picked up by student: \_\_\_\_\_

Please check the semester:  Fall  J-Term  Spring  Summer

Year: \_\_\_\_\_

Student name: \_\_\_\_\_ Cell or Contact Phone: \_\_\_\_\_

Email address: \_\_\_\_\_@mail.buffalostate.edu

Please fill out the section below with **all** the required information. Be sure to check the box if this is an online course. If the class is online, your instructor will be e-mailed your Notice of Accommodation Letter. For all on-campus classes and hybrid classes, you will need to pick up your Notice of Accommodation Letters and deliver them to your instructors in a timely manner.

CRN # (4 digit)	Catalog # (ENG 101)	Instructor Name	Check if online (does not meet on campus)
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

**Please read and sign below to acknowledge:**

1. I will provide the accommodation letters within to my professors/instructors within 5 days of receipt of the letters.
2. I will not receive any of my accommodation in the classroom if my instructor/professor is not provided with the letter.
3. If I request testing accommodations, I will notify Student Accessibility Services at least three school days before the test (716)878-4500 and I will complete the necessary Test Cover Form.
4. If I should encounter any problems with faculty or staff, I will immediately notify Student Accessibility Services of my situation in writing.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_