

Accommodation Memo Request Form

At the beginning of each semester, students registered with The AccessAbility Center/Student Disability Services (AAC/SDS) are encouraged to complete the *Accommodation Memo Request Form*, in order to receive their Accommodation Memo. This form can be found in the AAC/SDS office (NAC 1/218), or on the Website: <https://www.ccnycuny.edu/accessibility/forms>. Once you have completed this form, you can return it in person to the front desk staff, or you can submit it via email to disabilityservices@ccny.cuny.edu; you can expect to receive your Accommodation Memo within two days from the time of form completion. You are expected to send your Accommodation Memo via email to your professors each semester. Without submission, AAC/SDS is unable to facilitate the successful and effective implementation of your accommodations.

Please note: The Accommodation Memo contains information related to the protection of postsecondary students with disabilities, gives a brief statement on defining equal access measures through accommodations, a confidentiality statement, a list of the student's accommodations and services, and the student's AAC/SDS counselor contact information.

Student Name (Last, First): _____

Email Address: _____

EMPLID: _____

Date of Request: _____

AAC/SDS Counselor Name: _____

Please check one of the following:

- Generate accommodation memo for your professors
- Generate accommodation memo for your own personal records

Confidentiality Disclaimer

AAC/SDS is committed to ensuring the protection and maintenance of student records. All student records housed in the AAC/SDS are considered both HIPAA and FERPA protected since they contain educational and medical/psychological information. AAC/SDS staff will not release information related to disability unless a registered student with a disability has given informed consent, the AAC/SDS receives a court order to release student records, or if the AAC/SDS determines the student is a threat to their own safety or the safety of others. AAC/SDS has its own file management system, both paper and electronic, that has restricted access to AAC/SDS staff. Within CCNY, accommodation data is released by the AAC/SDS staff only on a "need-to-know" basis, in order to remove barriers for equal access purposes. General student records that CCNY staff and faculty have access to do not disclose disability status, registration, or accommodations; thus, transcripts and schedules will not demarcate this confidential information. For the full confidentiality disclaimer, visit: www.ccnycuny.edu/accessibility/confidentiality-statement.