MONROE UNIVERSITY

OFFICE OF DISABILITY SERVICES INITIAL INTAKE FORM

Contact: Alexander Canals, *Associate Vice President for Student Affairs / Dean of Students*
434 Main Hall, New Rochelle, NY 10801 / Phone: 914.740.6819 / acanals@monroeu.edu

Students seeking an academic accommodation due to a disability are asked to please complete this form, which is managed by Monroe's Office of Disability Services (ODS). The information you share will be kept confidential, with access restricted to senior administrators and staff charged with reviewing the request or providing the accommodation upon approval.

Proper documentation of your disability must be provided to this office in order for ODS to grant a request for accommodation. After submitting the form, you may be asked to provide additional information to support your request.

Requests for an accommodation must be made in a timely manner so that ODS has ample time to review the documentation.

Please note: Supporting documents, once approved, will need to be updated annually, and a continuation of accommodations will only be sustained if warranted.

Name: _____ ID#: _____

Major: _____ Date of Birth: _____

First semester of enrollment at Monroe University: _____

Cell Phone Number: _____ E-mail Address: _____

Address: _____

Will you be (or are you) living on campus or off campus? ○ On Campus ○ Off Campus

In case of emergency, please provide us with the contact information of a family member, friend, or agency:

Name: _____ Relationship: _____

Telephone #: _____ E-mail: _____

Please answer the following questions.

1. Are you requesting reasonable modifications or accommodations on the basis of a disability? ○ Yes ○ No

2. If so, what reasonable modification or accommodation do you request?

_____

_____

3. How would the reasonable modification or accommodation address your disability?

_____

_____

4. In case of a building emergency evacuation, will you require help in exiting the premises to a safe area? ○ Yes ○ No

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1. **Learning Disabled students may submit a 12th grade High School Individual Educational Plan (IEP) or a 12th grade 504 Plan** to support their request, along with other appropriate documentation. Note that an IEP may not specifically satisfy all requirements of the student to document the need for reasonable accommodation. The University reserves the right to obtain or require additional information as may be necessary to document specific need or accommodation.

2. **Obtain a Professional Letter of Authentication on letter head paper indicating the following information.**

- Supporting letter must be dated and show date of diagnosis and last date of contact with student
- Indicate whether this diagnosis is a temporary, new, ongoing, or permanent condition (physical, visual, or auditory).
- Letter must be completed by an appropriate professionally credential and qualified licensed MD, DO, PA, NP, PsyD, OR PhD healthcare practitioner
- Indicate DSM-V/Medical Code (used for insurance) and Diagnosis description:
  Certify and provide detailed documentation of how student's individual disability includes functional limitations as they relate to college-level courses of study
- Clear recommendations for services, accommodations, or strategies to mitigate potential academic or environmental barriers
- List any auxiliary aids necessary to ensure equal access
- License #
- Signature and phone

Anyone requiring a **Guide Dog or Services Dog** on campus is asked to please contact the 504/ODS office at 646.393.8228 to secure authorization first so that proper arrangements can be made to ensure a safe, comfortable environment for the animal and the campus community.

If you are applying to be in the Residence Halls and require a **Guide Dog, Services Dog, or are requesting an Emotional Support (therapy) Animal (ESA)** on campus, you will need to call the 504/ODS office at 646.393.8228 to secure authorization first. In that conversation, we will review the request and any additional documents that will be required and other documents that will be requested at that time. All requested documents need to be submitted one full month before the start of the semester. Requests for a housing assignment will be considered once a complete application is submitted with all required and requested documents. Please note: Housing assignments are not guaranteed and are subject to available room inventory.

Student Signature _____ **Date** _____