Accessibility Services
Disability Packet to Request Accommodations

To request accommodations, submit this completed packet (pages 2 and 3) along with the specified supporting documentation as early as possible.

- During peak intake periods (before the fall and spring semesters), submit packets at least 6 weeks before the start of the semester to ensure that your approved accommodations will be in place when classes begin.
- If you would like to request accommodations for multiple disabilities, please submit additional verification forms (page 3) with your packet.
- Specific accommodations cannot be discussed until we receive your complete documentation.
- Once we receive your materials and confirm that you are registered for courses, we will call you to schedule an intake appointment. Incomplete packets cannot be processed.
- You will meet one-on-one with a Disability Counselor to formulate reasonable accommodations. This appointment typically lasts 1 hour.
- To prepare for this meeting, please familiarize yourself with “The Differences between High School and College Accessibility Services” (see our website or brochure).

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<tr>
<th>Send all packets to</th>
<th>Or hand-deliver</th>
<th>Or fax privately to</th>
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<tbody>
<tr>
<td>Accessibility Services</td>
<td>DH 160 in the Danvers Health Building</td>
<td>(978) 646-5363 in Danvers</td>
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<tr>
<td>North Shore Community College</td>
<td>LW 121 in the Lynn McGee Building</td>
<td>(781) 586-8465 in Lynn</td>
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<tr>
<td>1 Ferncroft Rd.</td>
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<tr>
<td>Danvers, MA 01923</td>
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Do not submit this page with your packet; please keep this page for reference.
Name _______________________________    Student # (if known) N00 ___________
Program of Study ________________________ Date of Birth ____________________
Address ____________________________   City __________ St_______ Zip ________
Primary Phone _______________________ Email _____________________________
Are you a new student at North Shore Community College?  ☐ yes  ☐ no
Are you a Veteran?  ☐ yes  ☐ no
How many credits are you taking?   ______      Preferred campus  ☐ Danvers  ☐ Lynn
For which semester and year are you requesting services?
☐ Fall 20 __  ☐ Spring 20 __  ☐ Summer Session 1 20 __  ☐ Summer Session 2 20 __
Name of documented disability/disabilities ___________________________________________
Is there other information related to your disability that you would like to convey?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
For the Student to Complete:
I _____________________________ (print name) grant permission for my disability-related information to be released to Accessibility Services at North Shore Community College. I understand that this documentation is confidential.

______________________________       ______________________________
Signature                        Date

For the Licensed Professional to Complete: To verify this student’s eligibility for accessibility services and to support the formulation reasonable accommodations, this student must provide current and comprehensive documentation of a disability.

Diagnosis (DSM criteria) __________________________________________________
Date of onset _______________________    Date last seen _______________________

Level of Severity (circle one)              Mild              Moderate              Severe

Please list medications prescribed to this student for this condition and side-effects (if any) that may impact the student in a college academic setting.
________________________________________________________________________
________________________________________________________________________

Please describe academic accommodations you would recommend for this student. Consideration will be given to your recommendations in combination with provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. _____________________________________________________________

Please attach the results of diagnostic assessments administered within the last 3 years.

__________________    ____________________________    __________
Licensed professional’s printed name                  licensed professional’s signature                   date

__________________    ____________________________   ______________
Licensed professional’s title                                   office address                               phone number