

How to Send Accommodation Letters – Accessible Version

[Home Page of DS Student Portal](#)

Important Actions:

- Bookmark this page.
- Use to:
 - **Send Letters to Instructors**
 - **Schedule Test with DS Test Center**
 - **Request Accommodation Letters**

Before You Send Letters:

- Confirm the correct **semester** is selected.
- Ensure **all your courses** are listed.
- Check the status: **"Waiting for Student to Request."**
- To Begin Process, click on the **"Request"** button.

Step 1: Select Courses

- Choose the courses you want to send Accommodation Letters for under the "Courses to Request" heading.
- You can send multiple course letters at a time. Group them based on accommodation needs, ie online courses, labs, in-person courses.

Step 2: Select Accommodations

- **Check the boxes** for the accommodations you want to use and/or have available to use in these courses under the heading “Your Accommodations”.
 - **Unchecked = No Accommodation Selected**

Step 3: Review all your approved accommodations.

- If everything looks good, confirm by selecting: “**My accommodation(s) are correct...**”
- If you need to make changes:
 - Click: “**I need to change or add to my accommodations**” and enter a note in the box telling us about your request;
 - Or schedule a meeting with your **DS Coordinator**

Step 4: Terms of Use and Accommodation Agreement. Accommodation Agreement Summary ("The Legal Stuff")

By agreeing, you:

- Authorize DS staff to discuss your needs with university departments.
- May revoke consent at any time in writing.
- Must follow the guidelines in the **Student Handbook**.
- Must notify DS staff of changes to your disability.
- Understand that any changes may require **additional documentation**.

Step 5: If requesting any of the accommodations listed below, CAREFULLY review the corresponding information.

You must understand these accommodation requirements. If you have any questions, please contact our office.

Step 6: Three things to understand.

- You must meet with your instructor to review your accommodations. You and your instructor must both understand the accommodations and agree to any logistics involved.
- You may choose to use or not use your approved accommodations. To have accommodations in place, you must send the formal Letter of Accommodation to your instructor(s) using the DS Student Portal and this process.
- If you have any questions or concerns, it is your responsibility to contact your assigned DS staff member or the Office of Disability Services in a timely manner. Accommodations are not retroactive.

Final Step – Important!

Three Key Actions:

1. **Check the box** to agree to the terms.
2. **Click “Submit”** to send your letters.
3. You're done!

FAQ – Frequently Asked Questions

1. Do I have to send my Letters of Accommodation every semester? *Yes, you must send letters every semester that you wish to use your approved accommodations.*
2. Do I have to meet with my Accommodations Coordinator every semester to send my Letters? *Not necessarily. You can send your letters on your own using the DS Student Portal.*
3. What if I forget to send my Letters of Accommodation? *Send them as soon as you remember. Accommodations are not retroactive, so will only be in place from the date you send them. Contact your assigned staff member with any questions.*

4. My DS Student Portal says “**Pending: Waiting for Staff.**” What does this mean?
Contact your assigned DS staff member if you see this. It means we need to solve an issue with the DS Portal or contact the Registrar’s Office.
5. I can’t send my Letters – the DS Portal won’t let me. What do I do? *Contact your assigned DS staff member as soon as possible.*
6. My Letters expired last semester. How can I fix that? *Contact the Office of Disability Services to schedule an appointment with your assigned staff member.*
7. What role does my Accommodation Coordinator play now? *They are here to answer any questions or concerns you may have regarding your accommodations or anything disability-related.*
8. What do I do if an instructor won’t follow my accommodations? *Contact our office immediately.*
9. How do I change my accommodations? *Contact our office to schedule an appointment.*
10. I have testing accommodations – how do I schedule a test? *Please see the information regarding test scheduling. If you still have questions, contact our office.*