

# ACCOMMODATION INFORMATION FORM

**Idaho State**  
**UNIVERSITY**  
Disability Services

This form formalizes knowledge of and agreement with  
Disability Services policies.

Rendezvous 125 • Pocatello, ID 83209 • (208) 282-3599 (p) • (208) 282-4617 (f)

## PART 1: STUDENT INFORMATION

Name:

## PART 2: ACCOMMODATION INFORMATION

When you receive your accommodation letter, **you** are responsible for making all copies to give to your professors. You can talk with your professors during their office hours. Be sure to make an extra copy of your letter for your records.

Accommodation letters are applicable for 1 (one) semester only. It is not necessary to make an appointment to get your accommodation letter for the next semester; however, each semester you must bring a copy of your class schedule to get an accommodation letter for that semester. If you feel your accommodations need to be altered, you must make an appointment with Disability Services. Professors are not required to give accommodations without a current accommodation letter.

If you have an accommodation for testing, you must give your instructor an academic testing form for **each test** no later than 2 (two) working days (5 for finals) prior to the date of your test. Your instructor may want you to take your tests in an appropriate environment within the department. If this is the case, then the following instructions do not apply for that test.

**Testing at the Pocatello Campus:** Make an appointment with Disability Services on the Pocatello campus no less than 2 (two) business days prior to the date of each test. You can stop in Disability Services on the Pocatello campus to make the appointment, call 282-3599, or email [ADA@isu.edu](mailto:ADA@isu.edu).

**Testing at Student Services on the Idaho Falls Campus:** You must take a copy of your accommodation letter to the Student Services Office in the Bennion Student Union Building, located on the 2<sup>nd</sup> floor, at the beginning of each semester. Before each test, you must schedule an appointment at 282-7800 or you may stop by the Student Services Office. At the time of testing, you must present a photo ID.

This is limited space available in both the Idaho Falls and the Pocatello campuses so please schedule as far in advance as possible to insure you get a testing time that is convenient for you.

If you need a reader, a scribe or enlarged type, arrangements must be made through Pocatello Disability Services at 282-3599. Please mention this when you make arrangements for your testing.

## PART 3: AGREEMENT SIGNATURE

Signature:

Date: