

Lasell College Disability Registration & Accommodation Request Form

If you are a student with a documented disability as determined under the ADA and as defined in Chapter 504 of the Rehabilitation Act of 1973, you may benefit from certain accommodations. If you believe you qualify and would benefit from academic accommodations, the Director of the Academic Achievement Center (AAC) and Learning Disabilities Services is available to discuss those options with you.

Please **(1)** fill out this form, **(2)** gather/submit relevant disability documentation and **(3)** contact Dolores Radlo (dradlo@lasell.edu, 617-243-2474) to make an appointment for a confidential conversation. **It is strongly suggested that students make appointments and submit documentation before the beginning of the semester.**

Upon review and determination of appropriate accommodations the student will be responsible for follow-up with his/her individual faculty member(s). All personal information will remain confidential. Discussions with parents or legal guardians are encouraged when supported by FERPA documentation.

Please complete the following form and submit along with your comprehensive learning disability documentation:

REQUEST FOR ACADEMIC ACCOMMODATIONS:

Name: _____ **Date:** _____

Phone (home/cell): _____ **Email:** _____

Address: _____

Status: New Student Returning Student

Please state the nature of your disability: _____

What *academic accommodations are you requesting at Lasell College?

*If you would like to request non-academic accommodations, please refer to pg. 2 of this form for instructions and contact information.

Please indicate how the requested accommodation(s) might impact your academic achievement: _____

Please describe any disability services you received in a previous college/institution, if applicable: _____

List all supporting documentation you are submitting with this form (please note: submit only a copy of your paperwork, while retaining any original documents): _____

Clinical/Diagnostic Specialist Contact(s): _____

I, (print name) _____ grant permission to the Lasell College Academic Achievement Center (AAC) Director to discuss my disability with the listed contact(s).

Student Signature: _____ Date: _____

Received By: _____ Date: _____

→ Submit this registration form and disability documentation for review to Dolores Radlo:

Email: dradlo@lasell.edu

Office: Main Level Brennan Library, Rm. 207

Mail: ATTN: Dolores Radlo, AAC

1844 Commonwealth Ave.

Newton, MA 02466

Fax: 617-243-2309

Questions? Please call the AAC Director: 617-243-2474

****REQUEST FOR NON-ACADEMIC ACCOMMODATIONS (housing, medical):** Please complete the following:

Please list any non-academic accommodations you are requesting at Lasell College _____

Please indicate how the requested accommodation(s) might impact your access to college facilities, programs, services and activities _____

List all supporting documentation you are including with this form, specific to the non-academic accommodation request: _____

****Please note:** If you have completed the non-academic accommodations request portion of this form, the information will be shared with **Scott Lamphere** (slamphere@lasell.edu ; 671-243-2115) in Student Affairs, Director of Disability Services and Coordinator of Student Conduct, who will be in contact with you regarding your request. Please contact Scott Lamphere directly with any questions related to non-academic accommodations.

Checklist:

Steps for Requesting Disability Accommodations @ Lasell College

- **Complete the *Lasell College Disability Registration & Accommodation Request* form.**

- **Gather your comprehensive disability documentation.**
 - Take a look at [General Information for Students with Disabilities](#) on lasell.edu for more detailed information about the kind of supporting documentation you need to submit, or contact Dolores Radlo with questions.

- **Submit your registration form and disability documentation to the Director of the Academic Achievement Center (AAC) and Learning Disabilities Services for review.**

Choose from the following options:

- **Email:** dradlo@lasell.edu, phone: 617-243-2474, office: Brennan Library Room 207
 - **Mail:** ATTN: Dolores Radlo, AAC - 1844 Commonwealth Ave. Newton, MA 02466
 - **Fax:** 617-243-2309
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- **Schedule a meeting with the AAC Director for a confidential conversation regarding your request for appropriate **academic accommodations**

 - **Meet with the AAC Director, discuss academic accommodation needs, complete approval process, access other available academic support**

 - **Communicate academic accommodation needs with faculty at the beginning of the semester**

**** Students who have questions about and/or need to request *non-academic accommodations* (i.e. housing, medical) should contact **Scott Lamphere** (slamphere@lasell.edu ; 671-243-2115) in Student Affairs, Director of Disability Services and Coordinator of Student Conduct. Please note: any submitted documentation and/or requests related to *non-academic accommodations* will be shared with Scott Lamphere.**