



Request for Accessibility & Disability Services
Minnesota West Community & Technical College

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Primary Phone _____

Student ID/StarID #: _____ Email _____

Program/Major _____ Start Date _____

Disability: _____

Appropriate documentation of your disability must be provided to qualify for services.

1. Describe how your disability impacts your learning:

2. List the desired accommodations you have used in the past and/or would like to obtain:

3. Do you have a counselor from Rehabilitation Services (DRS) or another agency who is assisting you with your career goals? ___Yes ___No ___Unknown
 - a. If yes, who is your counselor and their contact information?

4. Other things you would like to share:



I give permission for this information to be shared with my instructors, LARC and Agency staff. I understand what services are available to me through the office of Accessibility & Disability Services and my responsibilities in obtaining those services. I agree to provide any necessary documentation of my disability and to keep the office informed of any changes in my school status. Minnesota West requires notification of accommodations within a reasonable time of date required in order to make arrangements. If an interpreter is needed, we need three weeks notification in order to make arrangements.

Student Signature _____ Date _____

Submit **documentation substantiating your disability** via email, in person or by fax to the Accessibility & Disability Coordinator

- Documentation substantiating your disability may include:
- Educational records (such as IEP's, SOP's, etc.)
- Medical records (such as a doctor or mental health practitioner's letter, evaluation reports, etc.)

Brian Reynolds

Student Services Advisor | Accessibility & Disability Coordinator

✉ brian.reynolds@mnwest.edu | ☎ 507-847-7970

[Click here to Book a meeting!](#)

Minnesota West Community & Technical College

401 West St, Jackson, MN 56143

www.mnwest.edu | Communication Center ☎ 800-658-2330

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

A Member of the Minnesota State Colleges and Universities System
An Affirmative Action Equal Opportunity Educator/Employer