

# SUFFOLK COUNTY COMMUNITY COLLEGE

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Dear Professor

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According to our records, the above-mentioned student is registered for your \_\_\_\_\_ course, section # \_\_\_\_\_. In accordance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, Section 504, this student has documented his/her disability and is legally entitled to the services and accommodations identified below. This information is to remain \_\_\_\_\_ between you, the student and the counseling staff.

- \_\_\_\_(1)      Interpreter/Signer - will be assigned by the \_\_\_\_\_.
- \_\_\_\_(2)      Notetaker - the professor should appoint a classmate to take notes. Special carbonized notepaper can be obtained from the Counseling Center/Office of Special Services by the student. Alternatively, the professor can arrange for the notes to be copied in the departmental office.
- \_\_\_\_(3)      Tape recorded classes - the student is responsible for supplying a tape recorder and tapes. Recordings are strictly for the purpose of retaining course material and will be erased upon completion of course requirements.
- \_\_\_\_(4)      Use of a calculator - during classes and tests. (Note that special provisions apply for MA01.)
- \_\_\_\_(5)      Use of a scribe - will be arranged between the \_\_\_\_\_ and the student.
- \_\_\_\_(6)      Special seating arrangements - specify: \_\_\_\_\_
- \_\_\_\_(7)      Special testing conditions:  
a) Extended testing time (time and a half) - arrangements to be made between the professor and the student.  
b) Other (specify) \_\_\_\_\_ .
- \_\_\_\_(8)      Other - comments/explanations for services/accommodations to be provided:  
\_\_\_\_\_  
\_\_\_\_\_

Please arrange to meet privately with the student as soon as possible in order to discuss how the services/accommodations will be provided and to make whatever arrangements may be necessary. If you have any questions about this student's special needs, or if there is any way in which we can be of assistance to you, please do not hesitate to call. Thank you for your cooperation in this matter.

Ammerman Campus  
Director, Special Services  
(631) 451-4045  
(631) 451-4473 (FAX)

Western Campus  
Director, Counseling Center  
(631) 851-6250  
(631) 851-6330 (FAX)

Eastern Campus  
Disability Advisor  
(631) 548-2524  
(631) 548-3613 (FAX)

S.C.C.C. #1043  
White - Faculty  
Yellow - Office