



WILLIAM & MARY

CHARTERED 1693

STUDENT ACCESSIBILITY SERVICES

Release of Information and ADA Accommodation Agreement

I give my permission to designated staff of the Dean of Students Office to discuss my needs with College officials and faculty on my behalf. My name will be designated when necessary to process requests for modifications, exemptions, or other reasonable accommodations or to support petitions that I initiate. Record of all such contacts will be kept by Student Accessibility Services and will be available for my review.

When I leave the College and/or when I no longer desire services, I understand that my records will become defunct and may be used anonymously for research or statistical purposes.

Name (Printed)

Signature

ID Number

Date

All Students (please initial by each item, if relevant):

_____ *I understand that I must communicate with each of my professors regarding the accommodations for which I am approved to work out logistics and answer any questions.* The Student Accessibility Services Office is available for support if I am having difficulty with any of these steps.

For students with testing/exam accommodations:

_____ I understand that I must give my professor **at least a week (7 days)** of advance notice to make arrangements for these accommodations. Reminding them of my accommodations the day before or the day of the exam is not sufficient time to allow for arrangement of accommodations.

_____ I understand that I must request space to take an exam within the Watson Lab at least **two business days** in advance by calling 757-221-2509 or emailing sas@wm.edu and requesting space. Seats in the Watson Lab are available on a first come, first served basis. During peak times (mid-terms and final exams), these spaces may book up weeks in advance, so I understand that I may want to reserve space well ahead of the exam period.