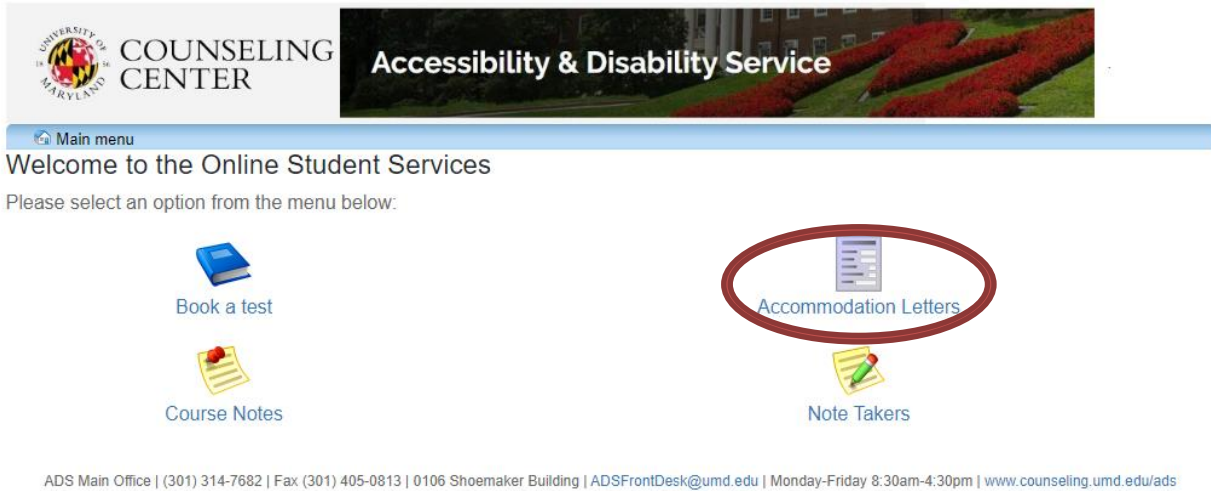


How to Access, Save, and Send a Copy of My Accommodation Letter

1. Select “Accommodation Letters” within the ADS online portal.



2. Click on the “Accommodations” tab located in the upper left corner of the menu.

UNIVERSITY OF MARYLAND COUNSELING CENTER
Accessibility & Disability Service

Accommodations FAQ Submit a comment Help

Request for Accommodations Help

Request for Accommodations

Returning ADS students should complete the following steps within the first few weeks of the semester. Newly registered ADS students should complete these steps as soon as accommodations are finalized.

- Click the “Accommodations” button in the main menu to get started. Use this section to send your accommodation letter to your course instructors. Once you submit your request, your instructor will receive an email and instructions on how to access your accommodation letter.
- Meet with your instructors in private to discuss implementation of accommodations. Accommodations may not be provided without this discussion with the instructor and some accommodations may need to be planned in advance.
- Many approved accommodations have required procedures and timelines, which must be completed in order to use accommodations. Review [Using Your Accommodations](#) on our website.
- Contact your ADS counselor if you have questions or need to make changes to your accommodations.
- Click the following links to access the Acknowledgement of Student Request Form and Detailed Implementation Plan. Click [here](#) for more information on an alternate Acknowledgement process for online classes.

Please save a copy of your Accommodation Letter each semester for future reference, as they will not be available after the semester ends.

3. Click on the "Request" button of the class you wish to submit your accommodation letter to.

The screenshot shows the website header with the University of Maryland Counseling Center logo and 'Accessibility & Disability Service' text. Below the header is a navigation bar with 'Main menu', 'Accommodations', 'FAQ', 'Submit a comment', and 'Help'. A user ID '706T' and 'log out' link are visible. The main heading is 'Request Accommodations'. A sub-heading says 'You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.' Below this is a 'Your courses:' section with a 'Show term:' dropdown set to 'Spring Session 2020' and a 'Refresh' button. A table lists five courses, each with a 'Request' button circled in red. The courses are: MATH Placement Section Exam, Quest Project TEST Section 123, test Summer Section 0101, test 111 Section 0101, and test 212 Section 0101. At the bottom, there is contact information for the ADS Main Office.

Course	Status	Request	Letter
MATH Placement Section Exam	Waiting for student to request Use this page to request accommodations for your courses. Click the Request button on your first course in the list below to get started.	Request	
Quest Project TEST Section 123	Waiting for student to request Use this page to request accommodations for your courses. Click the Request button on your first course in the list below to get started.	Request	
test Summer Section 0101	Waiting for student to request Use this page to request accommodations for your courses. Click the Request button on your first course in the list below to get started.	Request	
test 111 Section 0101	Waiting for student to request Use this page to request accommodations for your courses. Click the Request button on your first course in the list below to get started.	Request	
test 212 Section 0101	Waiting for student to request Use this page to request accommodations for your courses. Click the Request button on your first course in the list below to get started.	Request	

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4. You will then view a list of your current accommodations on the left side as well as a list of courses on the right you wish to send your accommodation letter to.

The screenshot shows the website header and navigation bar. The main heading is 'Request Accommodations'. Below this is a sub-heading: 'Review the information below to send each of your instructors a current accommodation letter. ADS encourages students to share all of their accommodations with each instructor. This will enable you to have access to each of your approved accommodations for all courses.' Below this is a link: 'Click here to access the Detailed Implementation Plan and Guidelines. Detailed Implementation Plan and Guidelines'. There are two main sections: 'Your accommodations' and 'Courses to request', both circled in red. The 'Your accommodations' section has a list of checkboxes for various accommodations: 'Ability to take a 5 minute break after every thirty minutes of testing', 'Extended exam/quiz time: 1.5', 'N/A', 'None Requiring Plan', and 'Peer Note Taker'. Below this list is a note: 'This accommodation will be provided within the ADS Testing Office (0118 Shoemaker Bldg, x47217) or an ADS assigned location unless other arrangements are made between the instructor and student.' At the bottom of this section are links for 'check all' and 'check none'. The 'Courses to request' section has a list of checkboxes for courses: 'MATH Placement section Exam', 'Quest Project TEST section 123' (with instructor Siddharaj Vaghela), 'test Summer section 0101' (with instructor Cassidy Lytle), 'test 111 section 0101' (with instructor DiPerni, Tessa), and 'test 212 section 0101' (with instructor Cassidy Lytle). At the bottom of this section are links for 'check all' and 'check none'.

Your accommodations

- Ability to take a 5 minute break after every thirty minutes of testing
- Extended exam/quiz time: 1.5
- N/A
- None Requiring Plan
- Peer Note Taker
-

This accommodation will be provided within the ADS Testing Office (0118 Shoemaker Bldg, x47217) or an ADS assigned location unless other arrangements are made between the instructor and student.

[check all](#) [check none](#)

Courses to request

- MATH Placement section Exam
- Quest Project TEST section 123
Siddharaj Vaghela svaghela@terpmail.umd.edu
- test Summer section 0101
Cassy Lytle clytle@umd.edu
- test 111 section 0101
DiPerni, Tessa tdiperni@g.umd.edu
- test 212 section 0101
Cassy Lytle clytle@umd.edu

[check all](#) [check none](#)

5. You can personalize and select which accommodations and courses you would like your instructor to view. Please note, all courses and accommodations are selected by default. If you would like to remove an accommodation and/or course, remove the check mark in the box. Please note that if you choose not to share an accommodation with a course instructor you will not be able to implement that accommodation in the course. This step can be completed once with multiple courses selected or individually based on your decision to personalize your accommodations.

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Main menu 706T . log out

Request Accommodations

Review the information below to send each of your instructors a current accommodation letter. ADS encourages students to share all of their accommodations with each instructor. This will enable you to have access to each of your approved accommodations for all courses.

[Click here to access the Detailed Implementation Plan and Guidelines.](#) [Detailed Implementation Plan and Guidelines](#)

Your accommodations

- Ability to take a 5 minute break after every thirty minutes of testing
- Expanded exam/quiz time: 1.5
- N/A
- None Requiring Plan
- Peer Note Taker
-

This accommodation will be provided within the ADS Testing Office (0118 Shoemaker Bldg, x47217) or an ADS assigned location unless other arrangements are made between the instructor and student.

[check all](#) [check none](#)

Courses to request

- MATH Placement section Exam
- Quest Project TEST section 123
Siddharaj Vaghela svaghela@terpmail.umd.edu
- test Summer section 0101
Cassy Lytle clytle@umd.edu
- test 11 section 0101
DiPerrin, Tessa tdiperrin@g.umd.edu
- test 212 section 0101
Cassy Lytle clytle@umd.edu

[check all](#) [check none](#)

6. Once you have completed personalizing your selections, click the radio button “I would like my accommodations shared with my professor”. If you do not check off this box, your accommodation letter will not be submitted to your instructor(s).

Please indicate if your accommodations require any changes

No changes are needed, I would like my accommodations shared with my professor

- Select the checkbox "I agree to the terms outlined above". If you do not check off this box, your accommodation letter will not be submitted to your instructor(s). Select the "Submit" button to officially send your accommodation letter(s) digitally.

Terms

Website Privacy & Security Policy

We are committed to ensuring the privacy and accuracy of your confidential information. By submitting your request you are agreeing to disclose your affiliation with ADS and the accommodations you are eligible for to instructors. This process does not provide any information about your disability, nor does it provide access to any of your documentation or case notes.

ADS considers the confidentiality of all student records to be of high priority. As a result, ADS maintains all student files (? educational records?) including supporting documentation in a secure location. Information contained within the file will not be shared with anyone outside of the University of Maryland without your expressed authorization. However, under the Family Educational Rights and Privacy Act, ADS may, when deemed necessary, disclose information from your file to school officials (teachers, professors, administrators and attorneys) within the University of Maryland, deemed by ADS to have a legitimate educational interest. In general, if a school official is performing an official task that is connected to your education and requires access to information in your record, that official has a legitimate educational interest.

Personal Data: We will only collect and process your personal data for the purposes of providing the services delivered by this

I agree to the terms outlined above

Cancel

Submit

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- A notification will show informing you that your accommodation letter has been sent to your instructor(s).

The screenshot shows the University of Maryland Counseling Center website. At the top, there is a navigation bar with "Main menu" and "706T . log out". Below this is a menu with "Accommodations", "FAQ", "Submit a comment", and "Help". The main content area is titled "Request Accommodations" and features a yellow notification box that says "Your accommodation request(s) have been submitted. Please review the list below." Below the notification, there is a section for "Your courses:" with a "Show term:" dropdown set to "Spring Session 2020" and a "Refresh" button. A table lists the courses and their status:

Course	Status	Request	Letter
MATH Placement Section Exam	Waiting for student to request Use this page to request accommodations for your courses. Click the Request button on your first course in the list below to get started.	Request	
Quest Project TEST Section 123	Waiting for student to request Use this page to request accommodations for your courses. Click the Request button on your first course in the list below to get started.	Request	
test Summer Section 0101	Sent Your accommodation letter has been sent to your instructor and is awaiting Confirmation.		Get letter
test 111 Section 0101	Sent Your accommodation letter has been sent to your instructor and is awaiting Confirmation.		Get letter
test 212 Section 0101	Sent Your accommodation letter has been sent to your instructor and is awaiting Confirmation.		Get letter

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9. Click on “Get Letter” and save a copy of your accommodation letter for your records.

UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service

Main menu 706T . log out

Accommodations FAQ Submit a comment Help

Request Accommodations

Your accommodation request(s) have been submitted. Please review the list below.

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term: Spring Session 2020 Refresh

Course	Status	Request	Letter
MATH Placement Section Exam	Waiting for student to request Use this page to request accommodations for your courses. Click the Request button on your first course in the list below to get started.	Request	
Quest Project TEST Section 123	Waiting for student to request Use this page to request accommodations for your courses. Click the Request button on your first course in the list below to get started.	Request	
test Summer Section 0101	Sent Your accommodation letter has been sent to your instructor and is awaiting Confirmation.		Get letter
test 111 Section 0101	Sent Your accommodation letter has been sent to your instructor and is awaiting Confirmation.		Get letter
test 212 Section 0101	Sent Your accommodation letter has been sent to your instructor and is awaiting Confirmation.		Get letter

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10. Once an instructor has confirmed receipt of your accommodation letter the status of your letter will change from “Sent” to “Confirmed”. You will now be able to utilize the other features of the online portal (i.e., make test reservations and request a note taker) once you have sent a copy of your accommodation letter to the course instructor, even if the letter has not yet been confirmed.

UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service

Main menu 706t . log out

Accommodations FAQ Submit a comment Help

Request Accommodations

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term: Spring Session 2020 Refresh

Course	Status	Request	Letter
MATH Placement Section Exam	Waiting for student to request Use this page to request accommodations for your courses. Click the Request button on your first course in the list below to get started.	Request	
test Summer Section 0101	Sent Your accommodation letter has been sent to your instructor and is awaiting Confirmation.		Get letter
test 111 Section 0101	Sent Your accommodation letter has been sent to your instructor and is awaiting Confirmation.		Get letter
test 212 Section 0101	Confirmed Your Accommodation Letter has been Confirmed by your instructor.		Get letter

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11. After sharing a copy of your accommodation letter with a course instructor, you must meet privately with the instructor to discuss the implementation of your accommodations in the course. During this meeting obtain your instructor’s signature on the Acknowledgment of Student Request Form, and if required, complete a Detailed Implementation Plan with your instructor.