

# Accommodations: Getting Started — Returning Students

*This page is for students who are requesting accommodations for the first time or who have not received accommodations for the past year or longer. If you are a Dual Credit student, please go to Accommodations: Dual Credit.*

1. Student completes the Intake Form ([www.lee.edu/go/disability-intake](http://www.lee.edu/go/disability-intake)).
  - a. This form is received by the Access Center and is used to create the file.
  - b. It provides information on what accommodations may be needed based on the student's responses.
2. Student completes the Release of Information form ([www.lee.edu/go/disability-release](http://www.lee.edu/go/disability-release)) which is to grant permission for communication and facilitation of accommodations with specific individuals. This form does not replace the FERPA consent form.
3. Student provides documentation of the disability.
  - a. This can be done as an attachment to the Intake Form or may bring the information to the Intake meeting. It can also be emailed to the Access center at [kvillanueva@lee.edu](mailto:kvillanueva@lee.edu).
  - b. Documentation may include the following
    - i. ARD, 504 or accommodations paperwork from previous school/college
    - ii. Medical documentation or letter of diagnosis from a physician or doctor
4. Student meets with the Access Center Counselor (Intake)
  - a. Student may contact the Access Center to schedule an appointment via email at [disability@lee.edu](mailto:disability@lee.edu) or call 281.425.6217.
    - i. The appointment may require 60-90 minutes.
    - ii. The counselor can meet either virtually or in person.
5. Accommodation letters are sent to the student's myLC student email and faculty. This is based on student course enrollment for the specific semester.
6. The time frame for accommodation letters being sent is dependent on when the student has been approved for accommodations. It may be up to two weeks or 14 business days at peak times.