



## Student Instructions and Agreement for Accommodations

1. Fill out and complete the Accommodation Petition Form  
<https://kea.accessiblelearning.com/NMSU/ApplicationStudent.aspx>
2. Upload documentation that supports your request for accommodation (IEP, 504, or other ADA documentation). Documentation is uploaded in the Accommodation Portal.
3. Contact SAS via email, phone, or in person to discuss your accommodation request.
  - a). The SAS Coordinator will work with students either in person or via email and **discuss** the Accommodation Letter for each class.
  - b). Student will request their Accommodation Letter for each class through the Accommodation Portal. <https://kea.accessiblelearning.com/NMSU>
  - c). The SAS Coordinator will **review each** Accommodation Letter(s) request and distribute letters for each requested course.
  - d). Student should **contact each instructor** via email or in person during first week of classes to confirm and/or clarify the accommodation needs.
  - e). Students should **contact the SAS Office** immediately if they need to change an Accommodation request any time during the semester.

**\*\*\*\* NOTE:**

Know that accommodations are not valid/active until the steps above are completed.

The process to request accommodation letters will be repeated every semester since the Accommodation Letter is a personalized document that will reflect the needs for each class; however, if the student has a permanent disability, the ADA documentation only needs to be provided when registering with SAS for the first time.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_