



Student Accessibility Services

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Faculty Receipt Form

Students who are registered with SAS are obligated to inform each of their instructors that they require reasonable accommodations for their courses. Please sign your name and indicate the course and date below to inform our office that you have received a copy of the **Instructor Notification Memo** from this student. Your cooperation is greatly appreciated.

Student Name: _____ Semester/Year _____

Instructor Signature	Course	Date

IMPORTANT INFORMATION FOR STUDENT:

- 1) Deliver your **Memo** to your instructor within two (2) weeks of when accommodations were requested.
- 2) Make sure that each instructor signs the **Faculty Receipt Form**,
- 3) Return the **Faculty Receipt Form** with signatures from each of your instructors to the SAS office **within two (2) weeks** of when accommodations were requested.
- 4) Advise the SAS Coordinator if your accommodations are not being provided within five (5) days of occurrence via office visit, phone call or email.