



REQUEST FOR STUDENT ACCOMMODATIONS

1

Disclose and Submit Documentation



Complete and submit the online [Accommodations Request Form](#) & submit documentation of your disability. Review the documentation guidelines for specific requirements.

If your documentation is not sufficient, you may need to provide additional documentation.

manhattantech.edu/Accommodation/Request/Form

2

Meet to Discuss Accommodations



Once your documents are received and accepted by Manhattan Tech, you will be notified, via email, to schedule an accommodation plan meeting. Through this process, an individualized accommodation plan will be developed.

Accommodations can be approved and activated throughout the semester, but are not retroactive. Untimely requests may result in delay, substitutions, or the inability to fulfill the request(s).

3

Letter of Accommodation



After or during the accommodation planning meeting, you will be provided a [Letter of Accommodation](#). You will need to provide the letter to your instructors and communicate with them directly about the accommodations you are approved to receive.

4

Renew Each Semester



Returning students who have registered for courses should arrange for student accommodations each semester. Letter of Accommodations documents must be renewed each semester for new courses by completing a [Letter of Accommodation Request Form](#).

High School Accommodations



Students enrolled in Manhattan Tech Concurrent/Dual Enrollment (CE) wishing to receive accommodations must request accommodations per higher education disability law requirements of the college course. Scan the QR code to learn more.

Documentation Guidelines



- All documentation must be typewritten on letterhead, dated, and signed by an evaluator with the training and appropriate licensure to conduct evaluations and render diagnoses.
- The documentation must be recent and include the evaluator's name, title, professional credentials, and contact information.
- If you are disclosing more than one disability and/or diagnosis, please follow specific guidelines (scan QR code) and submit appropriate documentation for each disability and/or diagnosis disclosed.

QUESTIONS?

Accommodations at Manhattan Tech
Accommodations@manhattantech.edu
Phone: 785-320-4519

Manhattan Area Technical College
3136 Dickens Ave
Manhattan, KS 66503

