

Instructions for Requesting and Using Your Student Accommodation Report

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<http://www.westga.edu/accessibility>

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What is your Student Accommodation Report (SAR)?

Your SAR is an official confidential document which explains how you are entitled to classroom and/or testing accommodations based on your disability. It has two sections:

- The first section provides some basic information about the impact of your disability.
- The second section explains each accommodation for which you are entitled.

PLEASE NOTE: You are not required to share your SAR with every instructor. You may choose for which courses you wish to use your accommodations and only share your SAR with those instructors. Discuss with your Accessibility Counselor if you are unsure whether to use any, or all, of your accommodations for a particular course.

How do you get your SAR?

- Each semester, email counseling@westga.edu from your my.westga email account with the subject line "SAR Request for _____ (Semester)" and include in the body of the email your full name and 917#.
- Accessibility Services will email your SAR, including student and faculty instructions, in a PDF attachment within 48 hours of your request, and will email you if there is difficulty with fulfilling your request.
- Review **ALL** of the information in the attachment. You are responsible for all information that is provided.
- These PDF documents have a number of safety features so your instructors will know they are authentic. Do not try to change your SAR. If you need something changed, e-mail counseling@westga.edu.

How do you give your SAR to your instructors?

For classroom courses:

- At the beginning of the semester, you must email your SAR and other documents from the attachment to any instructor whose courses for which you wish to receive accommodations with a message that you will follow up in person within a week to discuss your SAR.
- Meet with your instructor in a private office setting (during office hours is best) at the beginning of each semester to discuss which accommodations you wish to use. **YOU WILL NOT BE ACCOMMODATED IF YOU SKIP THIS STEP.**
- Students who present the SAR later in the semester will be accommodated; however, retroactive accommodations cannot be given.

For online/eCore courses:

- You must email your SAR and other documents from the attachment to your instructor as soon as you wish to receive accommodations. (PLEASE NOTE: For eCore courses, also email to etesting@westga.edu)
- You must discuss your SAR, and the accommodations you wish to use, via email with your instructor.

PLEASE NOTE: Receiving some accommodations may require at least a week's notice. This is true for classroom, online, and eCore.