

The Office of Disability Support Services (DSS) at New England Conservatory coordinates reasonable accommodations and services for undergraduate and graduate students with documented disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments of 2008. Such accommodations may include the use of a note-taker, course materials in alternative formats, extended time in academic settings, as well as housing and other campus-related accommodations.

Students seeking accommodations will first need to fill out this form and schedule an appointment to meet with a Disability Support Services staff member.

Directions to Students:

- Complete Form
- Sign the *Student Authorization to Release Information* on form
- Submit to Disability Support Services (contact info below)

An Individualized Education Plan (IEP) and/or Section 504 Plan can be submitted along with the medical documentation or psychological/neuropsychological evaluation; however, it cannot solely be used for determination of accommodations. Also, students can submit letters verifying accommodations received during their previous educational experiences (i.e. high school, college, etc.) as well as accommodation memos for standardized examinations (i.e. SAT, ACT, GRE, GMAT, MCAT). Such supporting documents serve to demonstrate history of accommodation; they are not a substitute for medical documentation in accordance with NEC documentation guidelines.

PLEASE NOTE: This form is **only** for students already registered with Disability Support Services.

Student Information

Last Name: _____ First Name: _____ Middle Initial: _____

NEC ID#: _____ Date of Birth: _____

Cell Phone: (_____) _____ NEC Email Address: _____@necmusic.edu

Gender: Male Female Other: _____

Local Address: _____
Street Address Apt./Unit

City State/Province Zip/Postal Code Country

Permanent Address: _____
Street Address Apt./Unit

City State/Province Zip/Postal Code Country

Please select your class status:

- Freshmen (U1) Sophomore (U2) Junior (U3) Senior (U4) Graduate (G/P)
 Tufts/NEC Student Harvard/NEC Student

What is the nature of your disability? (Please check all that apply)

- Hearing Physical/Medical LD/ADD/Psych Visual Temporary Other

Have you previously received accommodations and services from DSS at NEC?

- No Yes

If yes, when did you receive these services?

Which semester are you requesting accommodations for?

- Fall 20____ Spring 20____ Summer 20____

Please describe in detail which accommodations you are requesting: (use additional sheets if necessary)

Has your disability changed or do you need new/additional accommodations: (please describe)

(If you have a new diagnosis, you will need to submit updated medical documentation. Please speak to a DSS staff member about how to do this.)

Will you require assistance in an emergency evacuation? _____Yes _____No

Student Authorization to Release Information

I acknowledge that an exchange of information may need to take place between the licensed clinician/medical professional noted in my documentation and the Office of Student Services/Disability Support Services for the purpose of evaluating my request for accommodations. I allow all parties to discuss any information related to my reasonable housing accommodation request. I understand that my personal medical information will be shared on a "need to know basis" with other Conservatory offices. I give my permission for such communication when necessary.

Student Signature: _____ Date: _____

Parent/Guardian Signature (if student is under 18):

_____ Date: _____

Please mail, fax, or email completed form and documentation to:

Disability Support Services

Office of Student Services
New England Conservatory
290 Huntington Ave.
Boston, MA 02115
Email. dss@necmusic.edu
Phone. 617.585.1310
Fax. 617.585.1315

Secure Email Upload Instructions

- Go to this site: <https://necmusic.secureemailportal.com/>
- At the bottom of the page you will see a box that says New to Secure Email? Click the box that says Register.
- Enter your personal email address and create a password. Then click Register
- You will get a confirmation message to your email account that you click on to accept. Click on the link in the email.
- You will be asked to activate your new password. Click Activate. On the next page click Continue.
- You will be taken to the login page. Enter your email and password and click Sign In.
- Once you are logged in, click the tab that says Compose.
- Under To: select Disability Support Services from the drop down menu.
- In Subject: put Your Name, Accommodation Request
- Click on the Box that says Attach File. You will be able to upload the completed form you have saved on your computer.
- Feel free to write message and then click the button at the top that says Send.