



**Part I: Student Information**

*New England Conservatory is deeply committed to the full participation of students with disabilities in all aspects of Conservatory life, including residential life. All students (new and returning) must follow the necessary steps and provide all required information in order to be considered for a housing accommodation.*

*Housing accommodations are only based on disability-related needs and are determined on a case-by-case basis.*

*Students requesting special accommodation or modification to Conservatory housing in addition to the accommodation received in previous years, they must complete and submit the appropriate documentation in order to receive consideration. Your request will not be fully considered until this request form and all other necessary supporting documentation has been submitted.*

**\*Please note that should you also require reasonable academic accommodations, you must additionally fill out the Request for Accommodations form (RAF) and submit it to Disability Support Services (DSS) within the Office of Student Services. Housing and Academic accommodations will be considered independently.**

**Directions to Students:**

- Complete Part I
- Sign the *Student Authorization to Release Information* in Part I
- Must be submitted to the Office of Academic and Student Affairs by:
  - **5:00pm on March 1** for returning students (for accommodations/exemptions to be in place for the following semester)

**Part I: To be completed by the Student**

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:**

- First Year (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

**Have you previously received accommodations and services from DSS?**

- No    Yes

If yes, when did you receive these services?

\_\_\_\_\_  
\_\_\_\_\_

**Please describe in detail which housing accommodations you are requesting (including if you are requesting an exemption from living on-campus): (use additional sheets if necessary)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 Academic and Student Affairs  
New England Conservatory  
290 Huntington Ave.  
Boston, MA 02115  
Email. [dss@necmusic.edu](mailto:dss@necmusic.edu)  
Phone. 617.585.1310  
Fax. 617.585.1315

\*For secure email upload instructions please see the last page of this form.

## 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.