



ALAMO COLLEGES DISTRICT San Antonio College

Steps to Completing Request Form for Class Accommodations

Step 1:

Click on <https://proone.proed.org/AdobeSign/ProDocDocumentRequest/?formId=5049>

Step 2:

The link will take you to this screen:

The screenshot shows the Adobe Sign interface for the "Request for Disability Support Services" form. At the top, there are logos for Alamo Colleges District, PROED (ProEducation Solutions), and Adobe Sign. Below the logos, a message states: "To begin signing, scroll to the bottom and accept the Terms & Conditions, then complete the form." The main heading is "Request for Disability Support Services". Below this, the Adobe Sign interface is visible, showing the document title "AC - 2021 - Request for Disability Support Services SAC" and a "Next required field 30" indicator. The document content includes the Alamo Colleges District logo and the title "Request for Disability Services for Class Accommodations". Below this, there is a section titled "Submission Guidelines for Requesting Disability Services" which contains a list of requirements:

Submission Guidelines for Requesting Disability Services	
Request for Disability Services for Class Accommodations	<ul style="list-style-type: none">• Complete Request for Disability Services for Class Accommodations Form• Attach Supporting Documentation of your Disability, such as:<ul style="list-style-type: none">• High School Special Education Records (504, IEP, ARD)• Medical Record with Disability Diagnosis• Mental Health Diagnosis• Any Military/Veteran Records Stating Disability• Any Other Supporting Documentation• Documents can be scanned by using your Smart Device and downloading any Free App, such as: Evernote Scannable• Allow up to 14 Business Days After Submission to be Contacted by Disability

Step 3:

Scroll to the bottom of the screen and select CONTINUE. This will allow you to fill in the form.

Options ▾ Please sign: AC - 2021 - Request for Disability Support Services SPC Next required field 30

Start

14. PLEASE SELECT ONE OF THE FOLLOWING

☐ First time requesting Disability Support Services within the Alamo Colleges District (Initial Request)
☐ Returning for Disability Support Services within the Alamo Colleges District (Renewal Request)

15. SEMESTER REQUESTED

☐ Fall ☐ Spring ☐ Summer

16. ARE YOU RECEIVING DISABILITY SERVICES FROM ANY OTHER COMMUNITY AGENCY

17. WHAT IS YOUR DISABILITY

18. PLEASE CHECK ANY MAJOR LIFE ACTIVITIE(S) THAT ARE LIMITED DUE TO YOUR DISABILITY?

Check all that apply:

<input type="checkbox"/> Self-Care	<input type="checkbox"/> Breathing	<input type="checkbox"/> Thinking	<input type="checkbox"/> Concentrating	<input type="checkbox"/> Other _____
<input type="checkbox"/> Walking	<input type="checkbox"/> Sitting	<input type="checkbox"/> Reading	<input type="checkbox"/> Interacting with Others	
<input type="checkbox"/> Seeing	<input type="checkbox"/> Standing	<input type="checkbox"/> Learning	<input type="checkbox"/> Limited Use of Limbs	
<input type="checkbox"/> Hearing	<input type="checkbox"/> Reaching	<input type="checkbox"/> Working	<input type="checkbox"/> Talking	

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By clicking continue, I acknowledge that I have read and agree to the Adobe [Terms of Use](#). See our [Privacy Policy](#) for details on our privacy practices.

Continue

Press continue.

Step 4: Complete the entire form. When you get to box #23, select “click here to sign”. A box appears. You must type in your full name. Example below. When done, select **APPLY**.

The screenshot shows an Adobe Sign interface. At the top left is the Adobe Sign logo. Below it is an 'Options' dropdown. On the right, there is a 'Next required field' indicator with the number '2'. A modal window titled 'Type Signature' is centered on the screen. It features a red Adobe Sign logo on the left and the handwritten signature 'Jen Alvizo' in the center. Below the signature is a 'Clear' link. At the bottom of the modal are 'Close' and 'Apply' buttons. The background form contains several sections: a 'test' label, a table with rows for questions 21 and 22, a section titled 'The Office of Disability Support Services will determine reasonable accommodations as appropriate under the applicable laws.', a section titled '***IMPORTANT NOTICE OF ACKNOWLEDGEMENT***' with three bullet points, and a section for '23. STUDENT SIGNATURE' and '24. DATE'. The signature 'Jen Alvizo' is entered in the signature field, and the date 'Nov 12, 2021' is entered in the date field. A 'Next' button is visible on the left side of the form. At the bottom, there is a section labeled 'FOR OFFICE STAFF USE ONLY'.

Adobe Sign

Options ▾

test

21. IF YOU

22. IF YOU

Next required field 2

Type Signature

Sign

Jen Alvizo

Clear

Close Apply

The Office of Disability Support Services will determine reasonable accommodations as appropriate under the applicable laws.

IMPORTANT NOTICE OF ACKNOWLEDGEMENT

- I must be registered in a course for the accommodation process to begin.
- It is my responsibility to notify the Disability Support Services Office when any schedule changes occur to be considered for accommodations.
- Failure to notify the Disability Support Services Office will result in accommodations not being processed, for which I assume FULL responsibility.

Click t...

23. STUDENT SIGNATURE Jen Alvizo (Nov 12, 2021)

24. DATE Nov 12, 2021

Next

FOR OFFICE STAFF USE ONLY

Step 5: You must submit an attachment.

Returning Student: If you are a returning student, and San Antonio College is your home campus, and we have a copy of your disability paperwork, then you can attach a copy of your schedule or a sheet of paper.






New Student: If you are a new student AND your home college is San Antonio College, you must attach a copy of your disability paperwork.

21. IF YOU RECEIVED ACCOMMODATIONS LAST SEMESTER, WHAT WORKED	
22. IF YOU RECEIVED ACCOMMODATIONS LAST SEMESTER, WHAT DID NOT WORK AND WHY	
<p style="text-align: center;">The Office of Disability Support Services will determine reasonable accommodations as appropriate under the applicable laws.</p> <p style="text-align: center;">***IMPORTANT NOTICE OF ACKNOWLEDGEMENT***</p> <p><input type="checkbox"/> I must be registered in a course for the accommodation process to begin.</p> <p><input type="checkbox"/> It is my responsibility to notify the Disability Support Services Office when any schedule changes occur to be considered for accommodations.</p> <p><input type="checkbox"/> Failure to notify the Disability Support Services Office will result in accommodations not being processed, for which I assume FULL responsibility.</p> <p style="text-align: right;">Click to change</p>	
23. STUDENT SIGNATURE	24. DATE
<div>Jen Alvizo Jen Alvizo (Nov 12, 2021)</div>	Nov 12, 2021
FOR OFFICE STAFF USE ONLY	
25. RECEIVED BY	26. DATE

Next

Add attachment

Step 6: If your form is correctly completed, a “CLICK TO SIGN” will appear. Select “CLICK TO SIGN”. If you have any errors on the form, it will take you to that box to correct.

21. IF YOU RECEIVED ACCOMMODATIONS LAST SEMESTER, WHAT WORKED Test						
22. IF YOU RECEIVED ACCOMMODATIONS LAST SEMESTER, WHAT DID NOT WORK AND WHY TEst						
<p style="text-align: center;">The Office of Disability Support Services will determine reasonable accommodations as appropriate under the applicable laws.</p> <p style="text-align: center;">***IMPORTANT NOTICE OF ACKNOWLEDGEMENT***</p> <p> I must be registered in a course for the accommodation process to begin.</p> <p> It is my responsibility to notify the Disability Support Services Office when any schedule changes occur to be considered for accommodations.</p> <p> Failure to notify the Disability Support Services Office will result in accommodations not being processed, for which I assume FULL responsibility.</p> <div style="text-align: right;">FILE: </div>						
23. STUDENT SIGNATURE				24. DATE		
 <small>Jennifer Alvizo (Nov 15, 2021)</small>				Nov 15, 2021		
FOR OFFICE STAFF USE ONLY						
25. RECEIVED BY				26. DATE		

By signing, I agree to both this agreement and the [Consumer Disclosure](#).

Click to Sign

Click to Sign

Step 7: When you “click to sign”, a box will appear for you to add your student email address. Enter your school email account (ending in student.alamo.edu) and **CLICK TO SIGN**.

The image shows a web form titled "Request for Disability Support Services for Class Accommodations". The form is partially obscured by a modal dialog box titled "Enter Your Information". The dialog box contains a text input field with the email "test@student.alamo.edu" and two buttons: "Cancel" and "Click to sign". Two red arrows point to the dialog box: one pointing to the input field with the text "Enter student email." and another pointing to the "Click to sign" button with the text "Click to Sign".

Enter Your Information

Please enter your email and then click to sign

test@student.alamo.edu

Cancel Click to sign

Request for Disability Support Services for Class Accommodations

The proponent department is Disability Support Services

THIS FORM IS PROTECTED UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

AUTHORITY:	Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; San Antonio College Catalog	
PRINCIPAL PURPOSE:	Used to qualify a disability and review requested accommodations for a student.	
ROUTINE USES:	Request by a student to receive accommodations for classes due to a qualified disability.	
DISCLOSURE:	Voluntary. Failure to furnish information may result in denial of accommodations.	
1. STUDENT ID	2. HOME COLLEGE	3. DATE OF REQUEST

Step 8: When you click to sign, you will receive the message below stating that your submission went through. You will receive a copy to the email you provided or you can select “download a copy”. You can exit out of this screen. You are done. 😊

To begin signing, scroll to the bottom and accept the Terms & Conditions, then complete the form.

Request for Disability Support Services



You're all set

Thank you for signing AC - 2021 - Request for Disability Support Services SAC
A signed copy has been sent to you. You can also [download a copy](#) of what you just signed.

For any questions or if you would like assistance in completing the form, please contact us at:

disABILITY Support Services at San Antonio College

(210) 486-0020

sac-dSSstudent@alamo.edu

Hours of Operation:

Monday, Wednesday, Thursday, Friday – 8 a.m. – 5 p.m.

Tuesday – 8 a.m. – 7 p.m.

First Saturday of the month – 9 a.m. – 1 p.m.

Hours subject to change for holidays.