How Submit a Request for Accommodations Form in Accommodate
A Public Request For Accommodations Form is what you will complete if you are a new student to the Office of Disability Services (ODS). If you have already registered with ODS or have received accommodations in the past, then you will already have a profile within Accommodate.

You can find a link to the Request for Accommodations Form on our website (ods.princeton.edu) or click here to begin the Request for Accommodation Process.
You are now presented with the **Request for Accommodations Form**. This form will be used to gather some basic information as well as more details about your disability and the accommodations you are requesting. To start, the form will ask for some basic information such as **name**, **PU ID**, **email**, and **phone number**.
The next section of the form is meant to gather information on the diagnosed disability. Information such as the **type of disability**, the **functional impact** it has, any **treatments and supports** that are used, and a history of **prior academic accommodations** will help paint a larger picture of the best way ODS can support you.
You will then reach a section of the form that is looking for more information on the accommodations you’d like to request. You can select what category the accommodation your requesting belongs in such as classroom, housing, or dining. You can then describe what accommodation you’re looking for in your own words and then follow it up with the rationale of why you believe this accommodation would be appropriate.

If you have additional accommodations to request, then please select “Yes” under the question to open a new text box for additional requests.

You will then identify if the requested accommodations are temporary or will need to be in place during your whole duration at Princeton University.

You can then identify if someone referred you to ODS or not and have the option to provide that person’s name.
The next section of the form is about supporting documentation. All requests for accommodations, whether temporary or permanent, will need to have appropriate supporting documentation to go along with them. No decisions about accommodations can be made until documentation has been provided and reviewed by an ODS staff member.

You can attach such documentation to the Request Form by selecting the **Upload Documentation** button. This will prompt you to attach a file from your own computer to the form. If documentation cannot be provided at the time you’re filling out the Request Form then you can send documentation files to ods@princeton.edu at a later time. **Again, your request will not be processed until appropriate supporting documentation has been submitted.**
The final section of the Public Request Form discusses the **Certification and Permission's** of the form and the information you have provided. All information is protected under the Family Educational and Privacy Act (**FERPA**). Our office does ask for your permission to reach out to any treating professionals you have worked with if there are any clarifications that need to be made. You can either agree or decline this permission.

Finally, you will be presented with a reCAPTCHA “I'm not a robot” check box to ensure you are not a bot.

Once you are satisfied with the information on the Public Request Form you can select the **Submit** button at the bottom of the page.
Once you have clicked Submit you will be directed to a message that lets you know your request for accommodations has been submitted to the ODS office. The request will then be processed by a member of the ODS staff. You will be contacted by ODS when next steps are ready to be taken in the accommodation process.