

How to a Submit a Supplemental Request in Accommodate



PRINCETON
UNIVERSITY

Office of Disability Services

Search...

[Home](#) [About ODS](#) [Student Services](#) [Rights & Responsibilities](#) [AccessAbility Center](#) [Faculty](#) [ACCOMMODATE](#)

Welcome to the Office of Disability Services

Princeton University is committed to ensuring equal access to its curricular and co-curricular opportunities for students with disabilities. Offering a range of services, The Office of Disability Services facilitates reasonable accommodations to support our students with disabilities. The Office of Disability Services also serves as a resource to the many University administrative units and academic departments that have responsibility for or obligations to accommodate faculty, staff and campus visitors with disabilities.

All students, faculty, staff and visitors are invited to contact us for more information. We may be reached by telephone at 609-258-8840 or by e-mail at ods@princeton.edu.

Beginning Spring 2021, students and faculty will use the new disability management system, ACCOMMODATE, to navigate the accommodation process including making accommodation requests and sending notification letters to faculty.

[Student and Faculty Log in to ACCOMMODATE](#)

[News](#)

[Events](#)

Important Forms

Find all of the [important forms](#) you need in one place. Please use the [free Adobe Acrobat Reader](#) found [here](#).

[Aryeh Stein-Azen Memorial Fund Request](#)

[Assistance Animal Addendum](#)

[Course Roster Form](#)

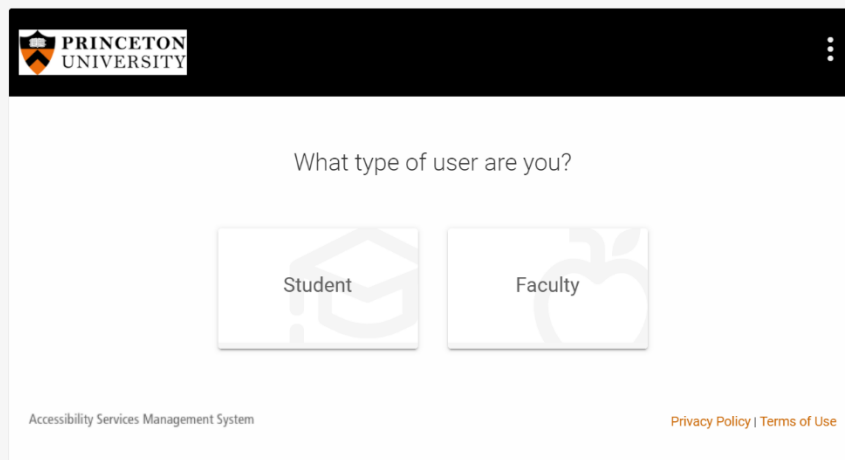
[Medical Disability Documentation](#)

[Psychological Disabilities Diagnostic Report](#)

[Release of Information to ODS](#)

[Request for Accommodations Form](#)

To access the Accommodate Portal you will need to navigate to ods.princeton.edu and there will be a link to the Accommodate portal on the homepage. You can also select the ACCOMMODATE tab at the top of the page to access more information about Accommodate. There will be a link to the portal at the bottom of the Accommodate tab page.



Once you have clicked the Accommodate Portal link you will be directed to a new screen. This screen will allow you to select if you're signing in as a student or faculty member. Click **Student**.

Home

Accommodation

Accessibility
Request

Supplemental

Semester Request

Accommodation

Letters

Equipment

Appointment

Documents

Resources

Note-Taker Network

Surveys

Calendar

Profile

News Feed

There are currently no announcements or notifications to display.

Accessibility Services Management System

shortcuts

[Resource Library](#)

[My Activity Summary](#)

[Privacy Policy](#) | [Terms of Use](#)

You are now at your personal Student homepage. From here, you navigate the left-hand toolbar and select **Accommodation** to activate a drop-down box. Then select **Supplemental**.

- Home
- Accommodation
 - Accessibility Request
 - Supplemental**
 - Semester Request
 - Accommodation Letters
 - Equipment
- Appointment
- Documents
- Resources
- Note-Taker Network
- Surveys
- Calendar
- Profile

return | Return to list (Accommodation)

Accommodation

Accessibility Request Supplemental Semester Request Letters Equipment

Active Archived

[Add New](#)

4 Results

🔍 SORT BY: Request # ▾ Showing 20 ▾

A01435-001-2020

N/A

Created on November 11, 2020, 11:25 am

A01435-002-2020

✓ Class notes from a peer or use of technology device

Created on November 12, 2020, 8:52 am

A01435-003-2020

✓ Extended time for Math only - 50%

Created on November 16, 2020, 3:20 pm

A01435-004-2020

N/A

Created on November 17, 2020, 9:26 am

You will now be presented with a list of all the **Supplemental Requests** you have made in the past. If this is your first request, then the list will be blank. You will see an orange button towards the top of the page labeled **Add New**. Click Add New to proceed with your request.

- Home
- Accommodation
 - Accessibility Request
 - Supplemental
 - Semester Request
 - Accommodation Letters
 - Equipment
- Appointment
- Documents
- Resources
- Note-Taker Network
- Surveys
- Calendar
- Profile

Return to Accommodation | Return to list (Supplemental)

[new record]

Accessibility Request Supplemental Semester Request Letters Equipment

Submit Save Cancel

* indicates a required field

Accessibility Accommodation Request

Please indicate the reason for your supplemental request(s):

- New disability diagnosis
- Change in existing disability
- Other reason

Current Accommodation requests

Please explain below the category of accommodation request, the nature of the accommodation request and your rationale for the need for each accommodation that you wish to request. After entering your request, you will be prompted to provide the same information for each additional request

Select the accommodation category for your first request

Identify your first accommodation request

Explain the rationale for your requested accommodation

Do you have additional accommodation requests?
 Yes No

Do you take any medication related to your disability?
If your accommodation request is based on a change in medication, ODS will require updated documentation to consider your request.
 Yes No

Are your accommodation requests temporary?

Accommodation

- A01435-2020
- A01435-001-2020
- A01435-002-2020
- A01435-003-2020
- A01435-004-2020

You will now be able to start filling out the Supplemental Request Form. The first question will ask you what reason you have for completing the form. The drop-down box will list options such as **“New disability diagnosis”** and **“Change in existing disability”**. Select whichever suits your situation. The rest of the questions will be exactly like a Request for Accommodations form.

PRINCETON UNIVERSITY

Home

Accommodation

Accessibility Request

Supplemental

Semester Request

Accommodation Letters

Equipment

Appointment

Documents

Resources

Note-Taker Network

Surveys

Calendar

Profile

Do you take any medication related to your disability?
If your accommodation request is based on a change in medication, ODS will require updated documentation to consider your request.

Yes No

Are your accommodation requests temporary?
 Yes No

Permission Agreement *
I give permission for the Office of Disability Services staff and/or University professionals assisting ODS to speak with or request information from the treating professional who provided or will provide documentation (if not attached) to support my accommodation request(s) if needed to make an accommodation decision. I understand that this authorization is voluntary.

Yes No

Upload supporting document(s)
If ODS does not currently have documentation to support the need for your supplemental accommodation request, please refer to the ODS website for [documentation requirements](#) and submit appropriate documentation.
Note that your accommodation request cannot be considered until ODS has both your request and supporting documentation.

Certification and Permission
Under the Family Educational Rights and Privacy Act (FERPA), the Office of Disability Services (ODS) may share information and communicate with appropriate University personnel on a need-to-know basis in order to facilitate the process of determining accommodation eligibility and/or implementation.

Towards the bottom of the form you will be given the chance to submit appropriate 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 can not 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.**

Certification and Permission

Under the Family Educational Rights and Privacy Act (FERPA), the Office of Disability Services (ODS) may share information and communicate with appropriate University personnel on a need-to-know basis in order to facilitate the process of determining accommodation eligibility and/or implementation. In addition, the Office of Disability Services' evaluation may include review of your documentation by an external consultant engaged by the University. In limited circumstances, specific information may be required to be disclosed in order to protect individuals in an emergency or to comply with law and/or University policies and procedures. The information on this form may be used in aggregate form for reporting purposes.

I understand the Office of Disability Services is not a "confidential resource" (as defined in the University's Sexual Misconduct Policy) and may be required to report to appropriate University personnel situations in which a student expresses intent to harm self or others, and where a student discloses sexual harassment, assault or related violence.

I understand that my accommodation request(s) cannot be considered until appropriate documentation is submitted. I understand Princeton's use of the information on this form as stated above. If I responded affirmatively above, I am giving permission for my treating professional to be contacted, if necessary, to determine accommodation eligibility. I understand that ODS is not a confidential resource.

By clicking submit, I acknowledge that I am the individual state in the application and the information provided is true, accurate and complete.

[Submit](#)

[Save](#)

[Cancel](#)

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**).

Once you have completed the form you can click **Submit** to submit the form for ODS to review. You can also **Save** the information you've put on the form so far and Save your progress. This is helpful if you fill out the information but are waiting for updates documentation to attach.

[Home](#)[Return to Accommodation](#) | [Return to list \(Accommodation\)](#)

Accommodation

[Accessibility Request](#)**Supplemental**[Semester Request](#)[Accommodation Letters](#)[Equipment](#)[Appointment](#)[Documents](#)[Resources](#)[Note-Taker Network](#)[Surveys](#)[Calendar](#)[Profile](#)

Accommodation

[Accessibility Request](#) **Supplemental** [Semester Request](#) [Letters](#) [Equipment](#)**Active** [Archived](#)[Add New](#)

5 Results

SORT BY: Request #  Showing 20 

A01435-001-2020

N/A

Created on November 11, 2020, 11:25 am

A01435-002-2020

✓ Class notes from a peer or use of technology device

Created on November 12, 2020, 8:52 am

A01435-003-2020

✓ Extended time for Math only - 50%

Created on November 16, 2020, 3:20 pm

A01435-004-2020

N/A

Created on November 17, 2020, 9:26 am

A01435-005-2020

N/A

Created on January 05, 2021, 4:46 pm

Once you have submitted your Supplemental Request you will be redirected back to the Supplemental tab of the Accommodation page. If you have multiple requests then the most recently submitted request will be at the bottom of the list. It will be labeled with a request number as well as the date and time the request was created.

Your job is done! ODS will now review the request and will be in touch about the next steps in the review process.