

Dear Student,

In Disability Services, we believe that there is no such thing as a quick question. Because our office only sees students by appointment, our Request for Appointment form is a great way to communicate to us that you need to speak with our office.

Please fill out this form and give to the Student Services representative. Disability Services will contact you within three business days to schedule an appointment. Appointments will not be made before 8:00 a.m., between classes or after 4:30 p.m. Monday-Friday. **If you are a new student, please fill out a Request for Registration Meeting form and take a copy of the "Information for Students Registering with Disability Services".**

If you are requesting accommodation letters, please fill out a Request Form for Accommodation Letters and attach a completed schedule for the semester you are requesting accommodation letters.

Have a Great Day!

Thank you,
Disability Services

**PULASKI TECHNICAL COLLEGE
OFFICE OF DISABILITY SERVICES
Request for Appointment**

GENERAL INFORMATION

Last Name: _____ First: _____

Phone: _____ (Home) _____ (Cell)

Email (All): _____

APPOINTMENT-BASED INFORMATION:

Reason for requesting an appointment: _____

For office use only: Date student contacted: _____

Date and time of appointment: _____

Initials of DS personnel contacting student for an appointment: _____