



Office for Students with Disabilities

Instructor Notification Letter Request Form

Name of Student: _____

Student SID #: _____

Student Phone #: _____

E-mail Address: _____

Requested Semester: (ex. Fall 2009) _____

Campus Location: (circle one) Leesburg South Lake Sumter

Please submit this form along with a copy of your current class schedule to the Office for Students with Disabilities. This form **must** be submitted each semester to request Instructor Notification Letters to give to each instructor. This form is available at all of following locations: South Lake and Sumter Campus Front Desks, the Academic Advising Desk on the Leesburg Campus, or on the Disability Services webpage at <http://www.lsc.edu/admissions/2009/inlrf.pdf>. If requests are made before classes begin, please remember to pick up accommodation letters on the first day of classes unless other arrangements have been made. If classes have already started, make a request, and letters will be available within 2 to 3 days from when the request form is received by the Office for Students with Disabilities.

Student's Signature: _____

Date: _____

LEESBURG CAMPUS
9501 U.S. Hwy. 441, Leesburg, FL 34788
352-787-3747 • FAX: 352-365-3501

SOUTH LAKE CAMPUS
1250 N. Hancock Rd., Clermont, FL 34711
352-243-5722 • FAX: 352-243-0117

SUMTER CAMPUS
1405 C.R. 526A, Sumterville, FL 33585
352-568-0001 • FAX: 352-568-3376