



ALAMO
COLLEGES

NORTHEAST LAKEVIEW COLLEGE

Disability Support Services
1201 Kitty Hawk Rd., STCM 222H
Universal City, TX 78148
210.486.5401 (option 7) Phone
210.486.9199 FAX
fhallford@alamo.edu

REQUEST FOR LETTER(S) OF ACCOMMODATION (To be completed once you have registered for classes and prior to the beginning of each semester.)

Name:	Date:
Banner ID #/Last 4 digits of SSN:	Phone:
Registered under: SAC ____ NLC ____	
Email Address:	
Letters are being requested for which semester? (only one semester per request): Fall ____ Spring ____ Summer I ____ Summer II ____ Year: 20 ____	
Course(s), Course # (s) & Instructor(s) for which you are requesting accommodations:	

Are you already registered for the above classes? Yes No

Did you receive a Letter(s) of Accommodation from our office last semester? Yes No

Are you requesting the same Accommodations that you received last semester? Yes No

Do you have current documentation on file with the Disability Office (see [Guidelines for Requesting Disability Services](#) for information on documentation)? Yes No

If you answered “No” to any of the above questions, you will need to contact Faye Acocks Hallford, LCSW, Learning Disabilities Specialist, at 210 486-5401 (option 7) or fhallford@alamo.edu before your request will be processed.

Please return this form to the Office of Disability Support Services by email, Fax (210) 486-9199 or in person. Please leave your email address if you would like to receive confirmation of your request. Complete requests will take approximately 1 - 2 weeks to process. Requests are processed in the order that they are received. Any pending documentation or changes may require additional time.

For Office Use Only:

Date Received: _____ Date Picked Up: _____

Date Completed: _____