

Office for Students with Disabilities Pre-signature Intake Form

Before the start of your intake appointment, please fill out, sign, then return this completed form to the OSD Office (osd@normandale.edu)

Tennessee Warning Summary: *(Full document available upon request).* Normandale Community College is asking you to provide information that is private under State and Federal Laws. The information is used to evaluate your request for supplemental services and to determine if you are eligible for services. You are not required to provide this information. However, the college may not be able to provide accommodations if you do not provide sufficient information. Access to this information will be limited to staff involved in the supplemental services process. The release of this information without your consent can be provided to individuals or agencies authorized under State and Federal Laws.

I have been informed of this law, and I authorize the collection of private information.

AND

I understand that the information from my accommodation plan may be conveyed to Normandale faculty and staff who have an educational need to know through the means that may include, but is not limited to, campus mail, phone calls, personal meetings, and e-mails.

Student's Signature

Today's Date

Student's First and Last Name: _____ Tech ID# (or star ID): _____

Email: _____
(Due to privacy requirements, all official college communications will be sent to your Normandale email account.)

Student's Cellphone Number: _____ Date of Birth: _____

Major: _____ Active Duty or Veteran: Yes No

Current Status at Normandale: Freshman Returning Transfer Visiting

If transferring or visiting from another college, please list the college: _____

Pronouns: Prefer not to say She/Her He/Him They/Them Other: _____

How did you hear about our office? College Instructor Friend/Family Member Class Syllabus
 High School Counselor/Teacher Other: _____

Disability/Diagnosis: _____

Optional: Any other brief information you would like to share with us before your meeting: _____

To Sign: Click on Fill & Sign in the Tools pane on the right. Click Sign, and then select Add Signature. A popup will open, giving you 3 options—Type, Draw, and Image. Select Draw. Once you're done, click the Apply button. Drag your signature to the signature field.