

## **MEMORANDUM**

To:

From: The STRIVE Services Office

Date:

RE:

## ~If the student provides you with this letter during class, suggest meeting in private outside of class time~ ~Due to confidentiality, the student should not be identified as a person with a disability~

Please implement the following accommodation(s) for the student as required by the Americans with Disabilities Act (ADA). He/she has applied for reasonable accommodation and provided professional documentation that validates the request. Any changes in accommodations must be formally granted through the STRIVE Services Office. The following accommodations have been granted:

Accommodation(s) Granted	

Accommodations are not reasonable if they fundamentally alter the course competencies or program outcomes; accommodations are granted to ensure equal access under the law. For detailed information or for a copy of the "Students with Disabilities Faculty Manual" visit

http://www.dmacc.edu/student\_services/disabilities/facultyhandbook/Pages/welcome.aspx

If you have questions or concerns regarding the accommodation process or implementation of services, contact information is listed below.

## Mike Each Lead STRIVE Instructor

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Ankeny Campus 2006 S. Ankeny Blvd. Ankeny, IA 50023-3993 515-964-6200 Boone Campus 1125 Hancock Drive Boone, IA 50036-5399 515-432-7203 **Carroll Campus** 906 N. Grant Road Carroll, IA 51401-2525 712-792-1755 **Newton Campus** 600 N. 2nd Avenue W. Newton, IA 50208-3049 641-791-3622 Urban Campus 1100 7th Street Des Moines, IA 50314-2597 515-244-4226 West Campus 5959 Grand Avenue W. Des Moines, IA 50266-5302 515-633-2407