

Office for Students with Disabilities Zoom/Phone Pre-signature Intake Form

Please fill out and sign, then return this completed form to the OSD Office (osd@normandale.edu) before the start of your phone/Zoom intake appointment.

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.

Student's Signature

Today's Date

Name: _____ Tech ID# (or Star ID): _____

Date: _____ Preferred Email: _____

Major: _____ Date of Birth: _____

PSEO: Yes No Veteran: Yes No

Term Started at NCC: _____ Current Status:(Freshman, Re-Entry, Transfer): _____

Current GPA: _____ If transfer, from where: _____ # of Transfer Credits: _____

Mailing Address: _____

Phone Number: _____ Preferred Pronouns: _____

Disability: _____

How did you hear about our office?

- Instructor
 Friend
 Class Syllabus
 Through your high school
 Other--please explain _____

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

Date

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 three options—Type, Draw, and Image. Select Draw. Once you're done, click the Apply button. Drag your signature to the signature field..