

Student Contract Using Readers or Scribes

In order to provide readers or scribes for students with disabilities, several things must be coordinated:

- Arranging private room
- Recording of the test
- Selecting convenient time for both the student and the person giving the service

To obtain the accommodation, students must:

- Ask the teacher *one week* before the test to send the test to the Assessment Center.
- Contact either **Gloria Butler** or **Sherry Bailey** *one week* before the test to make necessary arrangements.

If *absolutely* necessary to reschedule an exam, please contact the Assessment Center, immediately.

Gloria Butler, Livonia Campus
MC 220 734.462.4806

Sherrye Bailey, Radcliff Center
RC 120 734.462.4400, Ext. 6021

I understand that I must fulfill my responsibilities as a student utilizing these accommodations in order to obtain the accommodation.

Student _____

