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, Raddiff 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 ______________________________________________________