



# How To Submit the Partnerships Accommodation Request Form

If a student or family requests an accommodation, please submit the DCPS Partnerships Accommodation Request form. Below outlines the steps for submitting that form.

## Accommodation Request Form

**Step 1:** Access the [Accommodation Request form](#). You do not need to log in to access and submit the form.

The screenshot shows the 'Add Accommodation Request' form. The 'General Information' section is expanded, showing a dropdown for 'Type of Requester' (set to 'Select one'), and input fields for 'Submitter Name' and 'Submitter Email'. Below these fields are instructions for individuals submitting on behalf of a school or partner organization.

**Step 2:** Indicate whether you are an employee/volunteer for a partner organization or school-based staff and confirm your contact information.

### General Information

This close-up shows the 'Type of Requester' dropdown menu with two options: 'I am a partner organization' and 'I am a school-based staff'. Below are the 'Submitter Name' and 'Submitter Email' input fields with confirmation prompts.

**Step 3:** Confirm the name of the partner organization for which the accommodation is being requested.

This close-up shows the 'Partner Organization' input field with a confirmation prompt: 'Name of partner organization/program for which accommodation is being requested.'

**Step 4:** Confirm the school's name where the student attends.

School Name \*

Name of school that student attends.

**Step 5:** Include the best partner point of contact for communication related to this request.

Partner POC First Name \*      Partner POC Last Name \*      Partner POC Title

          

Optional

Partner POC Email      Partner POC Phone

      ext.

Optional      Optional

**Step 6:** Include the best school point of contact for communication related to this request.

School POC First Name \*      School POC Last Name \*      School POC Title

          

Optional

School POC Email      School POC Phone

      ext.

Optional      Optional

**Step 7:** Complete the requested details on the accommodation including:

- Student First and Last Name
- Student Grade Level
- Type of Accommodation Requested (if other, please describe)

▼ Accommodation Details

Student First Name \*      Student Last Name \*

    

Student Grade Level

Select one  🔍 | ▼

Optional

Type of Accommodation \*

Select one or more  | ▼

Please select all accommodations that are being requested. If other, please explain below.

If other, please provide a high-level description of the accommodation requested.

**Step 8:** Please include any other relevant details regarding the request including:

- Who made the request (e.g. parent, teacher, caregiver, etc.)
- Who received the request (partner staff/volunteer, school-based staff, etc.)
- Any relevant historical context around the request (repetitive behavior, safety concerns, specific event, etc.)

Please describe any relevant details below regarding this request including:

- Who made the request (e.g. parent, teacher, caregiver, etc.)
- Who received the request (partner staff/volunteer, school-based staff, etc.)
- Any relevant historical context around the request (repetitive behavior, safety concerns, specific event, etc.)

**Step 9:** Include the date that the request was made.

Date of Request \*

MM-DD-YYYY



Date the request was made.

**Step 10:** Click the blue “Save” button in the top right corner to submit the request.



**DCPS will follow up as appropriate regarding this request and any next steps.**