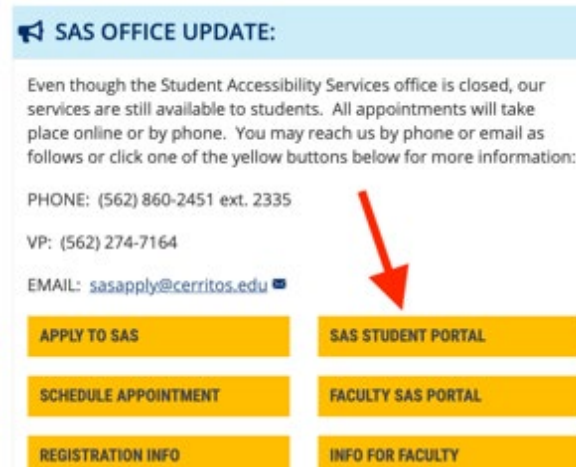


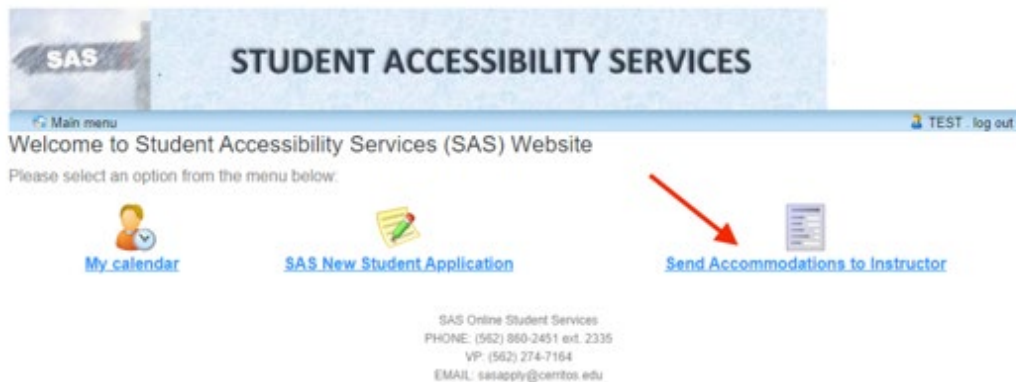
# Requesting Accommodation Letter Guide

Follow these steps to inform instructors of your approved accommodations. Please note that an accommodation letter must be requested for each semester that you require accommodations.

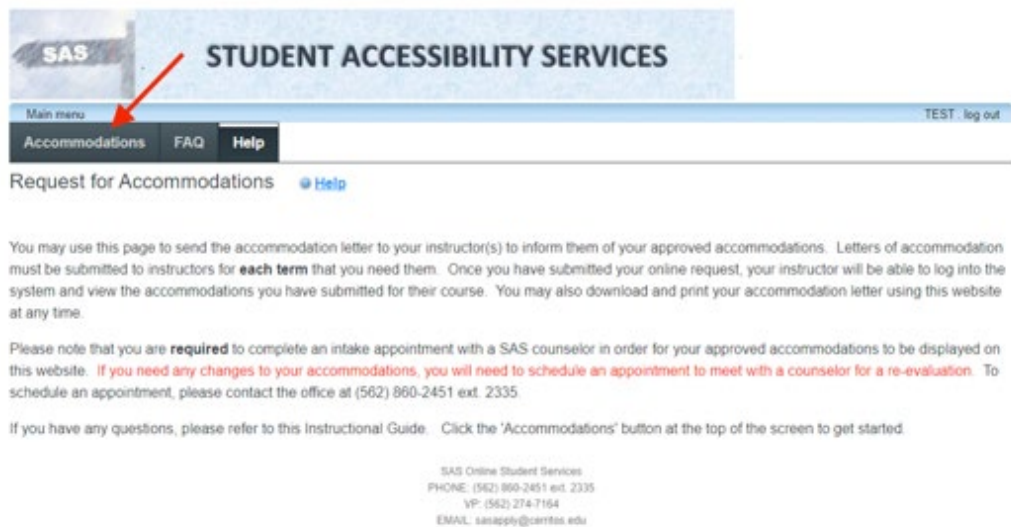
- To send an accommodation letter, visit the [SAS website](#) and click on the SAS Student Portal button.



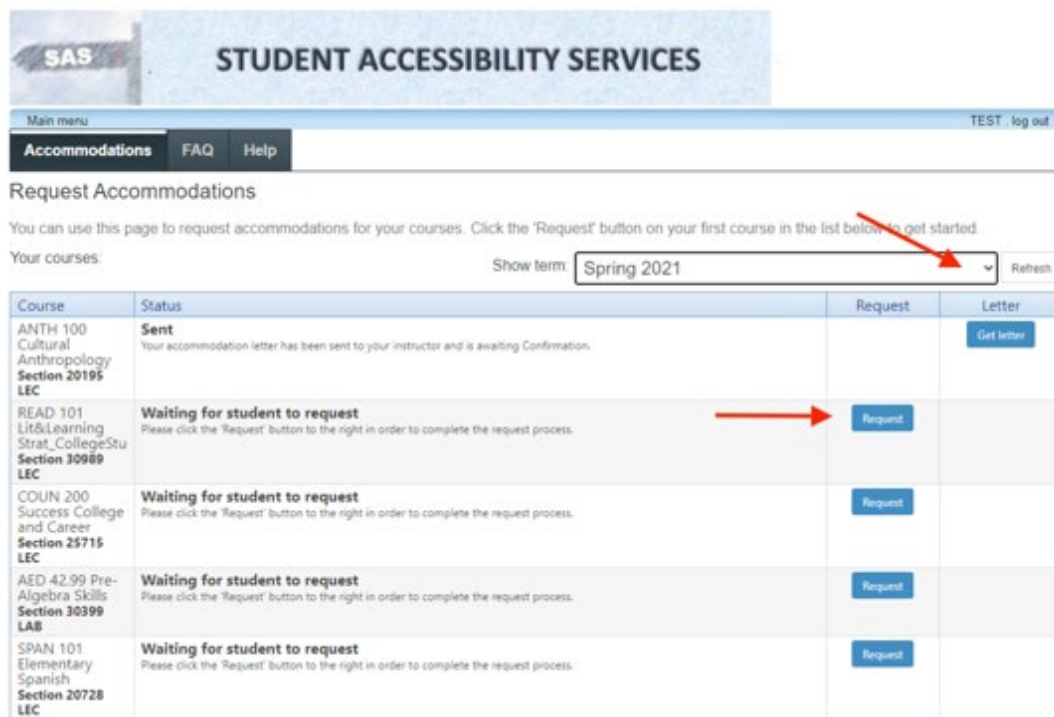
- Enter your student ID and password in the corresponding fields, and select "Log In." (This is the same login information used to add/drop courses.)
- Then select "Send Accommodations to Instructor."



- Read the informational text and select the “Accommodations” button as shown.



- The site should display the current semester. If it displays a different semester, select the down arrow to the right of the semester. Select the semester for which you need an Accommodation Letter. Then select “Request” to request accommodations for your course(s).



- The system will automatically select all of your approved accommodations for your courses. If you do not want to inform your instructor of a specific accommodation(s) for which you have been approved, simply uncheck the accommodation. Similarly, you may also select or de-select courses. You must check at least one accommodation and one course in order to submit.

**SAS STUDENT ACCESSIBILITY SERVICES**

Main menu TEST log out

## Request Accommodations

The system will automatically select all of your approved accommodations for your courses. If you do not want to inform an instructor of a specific accommodation(s) for which you have been approved, you may simply de-select the corresponding checkbox. Similarly, you may also select or de-select courses. You must check at least one accommodation and one course in order to submit.

**Your accommodations**

- Accessible seating table
- Excused disability-necessitated absences
- Sign Language interpreters
- Use of a spellchecker

[check all](#) [check none](#)

**Courses to request**

- READ 101 Lit&Learning Strat\_CollegeStu** section 30989 LEC  
Beiray, Barbara D r.paris@centos.edu
- COUN 200 Success College and Career** section 25715 LEC  
Bello, Francesca R. r.paris@centos.edu
- AED 42.99 Pre-Algebra Skills** section 30399 LAB  
Barrera De Contreras, Gabriela r.paris@centos.edu
- SPAN 101 Elementary Spanish** section 20728 LEC  
Bortage, Nicolas r.paris@centos.edu

[check all](#) [check none](#)

Please indicate if your accommodations require any changes

My accommodation(s) are correct the way they are

- If your accommodations are correct as displayed, select “My accommodation(s) are correct the way they are.” Please note that any accommodation additions or removals require a meeting with your SAS Specialist. To schedule an appointment with your SAS Specialist, please stop by the SAS office, call SAS at 562.860.2451 ext.2335, or submit an [appointment request](#).

**SAS STUDENT ACCESSIBILITY SERVICES**

Main menu TEST log out

## Request Accommodations

The system will automatically select all of your approved accommodations for your courses. If you do not want to inform an instructor of a specific accommodation(s) for which you have been approved, you may simply de-select the corresponding checkbox. Similarly, you may also select or de-select courses. You must check at least one accommodation and one course in order to submit.

**Your accommodations**

- Accessible seating table
- Excused disability-necessitated absences
- Sign Language interpreters
- Use of a spellchecker

[check all](#) [check none](#)

**Courses to request**

- READ 101 Lit&Learning Strat\_CollegeStu** section 30989 LEC  
Beiray, Barbara D r.paris@centos.edu
- COUN 200 Success College and Career** section 25715 LEC  
Bello, Francesca R. r.paris@centos.edu
- AED 42.99 Pre-Algebra Skills** section 30399 LAB  
Barrera De Contreras, Gabriela r.paris@centos.edu
- SPAN 101 Elementary Spanish** section 20728 LEC  
Bortage, Nicolas r.paris@centos.edu

[check all](#) [check none](#)

Please indicate if your accommodations require any changes

My accommodation(s) are correct the way they are

- Read the privacy and security policy, select the box “I agree to the terms outlined above” and click submit.

Please indicate if your accommodations require any changes

My accommodation(s) are correct the way they are

**Terms**

Website Privacy & Security Policy We are committed to ensuring the privacy and accuracy of your confidential information. We have the utmost respect for your privacy and will not share your personal information with anyone without your explicit permission. All services provided on this Website are alternatively available in person. Information we collect about you  
 ===== We will only collect and process your personal data for the purposes of providing the services delivered by this Website. In addition some information is automatically collected and stored in the server logs, such as your Ip address. Providing personal data is voluntary. There will be a minimum data that we need to collect from you for the services that you sign up to. We will let you know what data we require, if you wish to use our services, by indicating in the relevant fields of the webforms. Statistics ===== The Website is regularly monitored in order to supply you with the best service and to meet your expectations. For this purpose, we consult the statistics relating to use of our Website and develop the Website on the basis of this data. Your information may also be used in our reports. User statistics are anonymous. Security ===== The Website uses a secure server to protect your information data. Secure server software is used to encrypt the information exchanged between your Web browser and our Website. This measure ensures the security of all your transactions

I agree to the terms outlined above

Cancel Submit

SAS Online Student Services  
 PHONE: (562) 860-2451 ext. 2335

- Your professor will receive an email indicating that your Accommodation Letter is ready for review and confirmation. Your professor will see only the accommodations you selected. A confirmation email will also be sent to your preferred email address as identified in your MyCerritos student portal.

If your course is labeled with the instructor’s name “staff,” it means the instructor has not been assigned yet. Please return to your SAS Student Portal to request your Accommodation Letter the week before the start of the semester and/or when you have an assigned instructor.

- After clicking “submit,” you will be returned to the Accommodation Letter request page and a confirmation message will display.

**SAS STUDENT ACCESSIBILITY SERVICES**

Main menu TEST log out

Accommodations FAQ Help

Request Accommodations

Your accommodation request(s) have been submitted. Please review the list below.

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses Show term: Spring 2021 Refresh

Course	Status	Request	Letter
ANTH 100 Cultural Anthropology Section 20185 LIC	Sent Your accommodation letter has been sent to your instructor and is awaiting Confirmation.		Get letter
READ 101 Lit&Learning Strat, College Stu Section 30989 LIC	Sent Your accommodation letter has been sent to your instructor and is awaiting Confirmation.		Get letter
COUN 200 Success College and Career Section 25715 LIC	Waiting for student to request Please click the "Request" button to the right in order to complete the request process.	Request	
AED 42.99 Pre-Algebra Skills Section 30399 LAB	Waiting for student to request Please click the "Request" button to the right in order to complete the request process.	Request	
SPAN 101 Elementary Spanish	Waiting for student to request Please click the "Request" button to the right in order to complete the request process.	Request	

- Select “main menu” for more options or download/print the letter by selecting “get letter” and following the prompts.

**SAS STUDENT ACCESSIBILITY SERVICES**

Main menu TEST log out

Accommodations FAQ Help

### Request Accommodations

Your accommodation request(s) have been submitted. Please review the list below.

You can use this page to request accommodations for your courses. Click the "Request" button on your first course in the list below to get started.

Your courses: Show term: Spring 2021 Refresh

Course	Status	Request	Letter
ANTH 100 Cultural Anthropology Section 20195 LEC	<b>Sent</b> Your accommodation letter has been sent to your instructor and is awaiting Confirmation.		<a href="#">Get letter</a>
READ 101 Lit&Learning Strat_CollegeStu Section 30989 LEC	<b>Sent</b> Your accommodation letter has been sent to your instructor and is awaiting Confirmation.		<a href="#">Get letter</a>
COUN 200 Success College and Career Section 25715 LEC	<b>Waiting for student to request</b> Please click the "Request" button to the right in order to complete the request process.	<a href="#">Request</a>	
AED 42.99 Pre- Algebra Skills Section 30399 LAB	<b>Waiting for student to request</b> Please click the "Request" button to the right in order to complete the request process.	<a href="#">Request</a>	
SPAN 101 Elementary Spanish	<b>Waiting for student to request</b> Please click the "Request" button to the right in order to complete the request process.	<a href="#">Request</a>	