

Special Needs Request Form

Deadline: This form is due when each conference registration form is submitted.

Please Type. Duplicate as needed. Make a copy for your records.

Use this form to request special needs for housing, transportation, and/or competitive events.

Advisor

Student

School

Event

Advisor Email

School Fax #

Phone and extension (Including Area Code)

Does the student require a wheelchair accessible room? Yes No

Does the student have any disability which might require special services? Yes No

If yes to any of the above, please check the appropriate one:

_____ Mobility impaired _____ Use a wheelchair

_____ Visually impaired _____ Hearing impaired

_____ Other _____

Does the student have any disabilities which might require special materials? Yes No

Please list accommodations required by the student's IEP. School districts will need to provide support staff. Michigan DECA can arrange for alternative locations for testing and additional time if it is required on the IEP. Michigan DECA does not need to know the reason for the special accommodations, merely what accommodations are listed on the IEP.

Michigan DECA is not responsible for providing special accommodations if this form is not submitted with the conference registration.

Signature of Counselor or Special Needs Coordinator

Date

Printed Name

Phone & extension

Fax To: 734.487.4329