



# Special Needs Request Form

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

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

*Please type. Duplicate as needed. Make a copy for your records.*

\_\_\_\_\_  
Advisor's Name

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
School

\_\_\_\_\_  
Competitive Event

\_\_\_\_\_  
Advisor's Email Address

\_\_\_\_\_  
Conference

\_\_\_\_\_  
School Phone & Extension

\_\_\_\_\_  
School Fax Number

Is this Special Needs Form for:     Online Testing Only             Conference Only             Both

Does the student require a wheelchair?     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 selection:

- Mobility Impaired     Uses a wheelchair     Visually Impaired     Hearing Impaired
- Other *(please explain)*

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 assisting with 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 or Scan and Email to [aday7@emich.edu](mailto:aday7@emich.edu)**