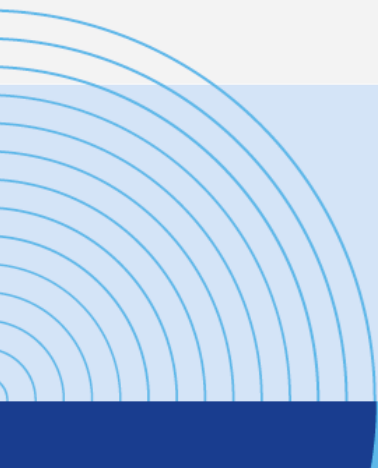# Student Guide to Requesting Academic Accommodations

Functional Diversity Department

> *Before starting the process, please make sure you have all electronic copies of your **diagnostic reports (including standardized testing) and/or proof of difficulties**. You will need to upload your documents during your official request.*

1) The following link should directly open the Special Education Needs Questionnaire (Please make sure you are logged in with your IE user account):

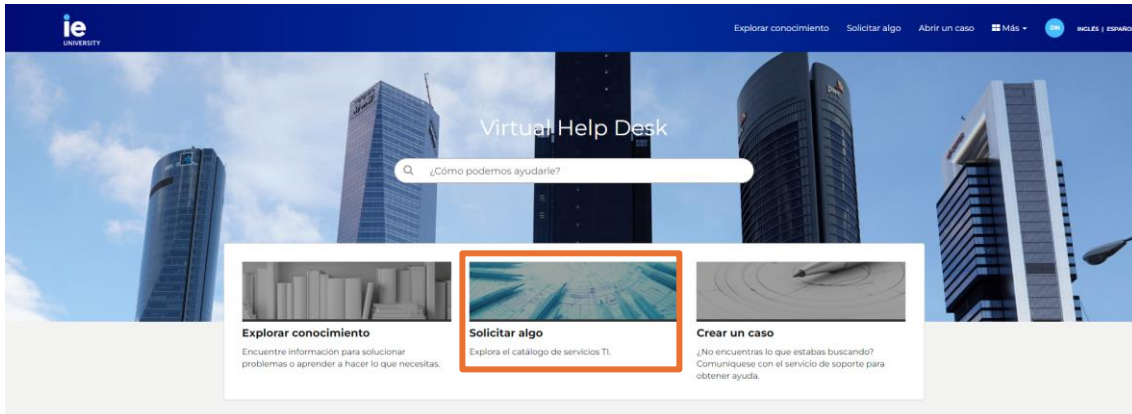**Request for Exam and Classroom Accommodations**

The following web page should open:

2) Scroll down and fill in your personal information.
3) Upload your documents and subscribe.
4) Contact the Functional Diversity team to request your appointment:
   Undergraduate students: **functionaldiversity@ie.edu**
   Graduate students: **functionaldiversity_masters@ie.edu**

In case you are not able to access the previous link provided, please try using a
different browser or use the following link through your student portal:
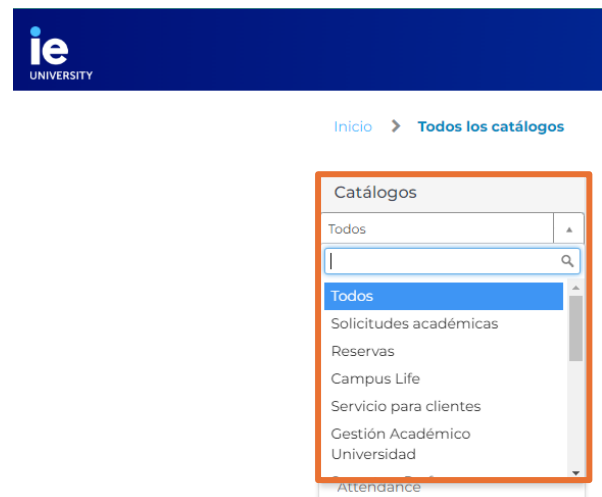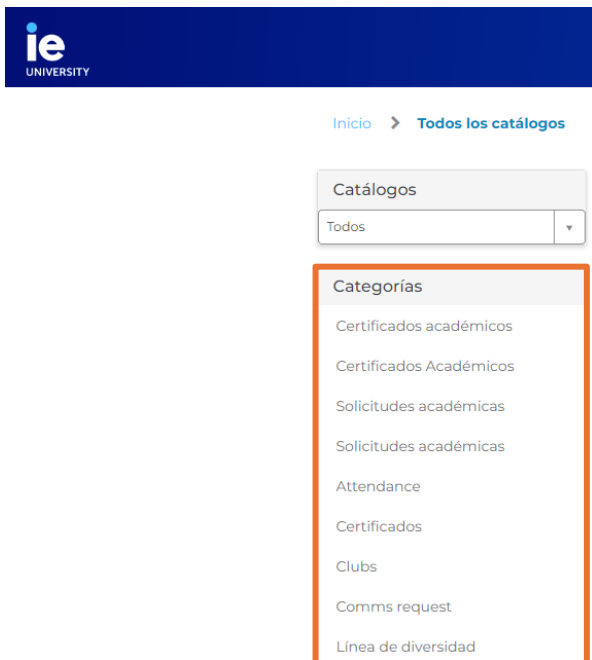
https://ie.service-now.com/esc

1) Click on "request Something"

You should Access the following Catalogs:

1) All Catalogs → "Student General Requests" → "Special Education Needs"

2) Click on "Academic Accommodations" to fill in the questionnaire.
3) Scroll to the bottom and upload your documents.

Catálogos	
Solicitud General de Estudiantes	▼

Categorías
Línea de diversidad
Necesidades educativas espe...

Necesidades educativas especiales

Adaptaciones académicas

Special Education
Needs Arrangements

Ver detalles

Adaptaciones académicas

Special Education Needs Arrangements

Thank you for accessing the SPECIAL EDUCATIONAL NEEDS
QUESTIONNAIRE.

Información personal

Nombre y apellido

| ❶ | David López Navarro | ▼ |

*Género

| -- Ninguno -- | ▼ |

*Nacionalidad

| |

* Country of origin

[▾]

* Home town

[   ]

* Campus

[-- Ninguno --   ▾]

* E-mail

[david.lopez.navarro@devoteam.com   ]

* Número de expediente

[   ]

Academic Program

[Graduate   ▾]

* Master Degree

[   ]

Select the condition that could hinder your learning ❓

Below you will find a list of conditions classified into eleven clusters. To select a cluster, please mark the circle on the left. If ✖ you select any cluster, it will display a sub-menu with specific types. Please indicate those that apply to your case by marking the squares next to them.

In some cases, if the specific type is not listed, you may choose "Other". If you select this option, please specify the type in the text box provided. In some other cases, if you mark a cluster, such as "Dyscalculia" or "Dyspraxia", no sub-menu is displayed. This means that there is no need to specify the type.

Finally, please make sure you leave a cluster unselected or unmarked if that special condition does not apply to you. Once you review your answers and have uploaded the relevant documentation in the space provided, you may click on "Send" to submit the form.

* MOTOR DISABILITY

[-- Ninguno --   ▾]

* SENSORY DISABILITY

[-- Ninguno --   ▾]

* LOW COGNITIVE ABILITIES

[-- Ninguno --   ▾]

* HIGH INTELLECTUAL CAPACITIES (HIGHLY GIFTED)

[-- Ninguno --   ▾]

* DEVELOPMENTAL DISORDER

-- Ninguno --

* ORAL LANGUAGE DISORDER

-- Ninguno --

* WRITTEN LANGUAGE DISORDER

-- Ninguno --

* ATTENTION DEFICIT DISORDERS

-- Ninguno --

* DYSCALCULIA

-- Ninguno --

* DYSPRAXIA

-- Ninguno --

* EMOTIONAL-BEHAVIORAL DISORDERS

-- Ninguno --

* MEDICAL CONDITION

-- Ninguno --

You will need to complete the questionnaire, and finally, you should upload your reports.

Once you have submitted all the required information you can contact the Functional Diversity office to request your appointment.

If you have difficulties uploading your documents or filling in the questionnaire, please get in touch with the Functional Diversity department:

- **Undergraduate students: functionaldiversity@ie.edu**
- **Graduate students: functionaldiversity_masters@ie.edu**