

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Student Remote Attendance Request Questionnaire, Qualifying Disability, 2022–2023

Subject to ABA accreditation standards and guidelines, Southwestern may approve remote attendance as an accommodation for some classes for students with a qualifying disability under the Americans with Disabilities Act (ADA). Southwestern will follow its [regular policy](#) regarding students who request accommodations under the ADA. Southwestern may approve remote attendance following an individualized, interactive process.

To request remote attendance, the student must: (1) be registered with Accessibility Services in the Dean of Students and Diversity Affairs Office; (2) engage in an interactive process with Southwestern administrators or representatives; (3) provide requested documentation such as diagnostic information, clinical assessments, evaluations, and test scores; and (4) respond to this questionnaire.

The Southwestern student must also demonstrate that they and others in the household do not regularly engage in activities outside the home or in public settings. We will also consider whether other individuals enter the household on a regular basis.

Student Instructions: Students with a qualifying disability should complete Sections 1 and 2. To initiate the interactive process, submit this questionnaire and any documents and materials required under Southwestern’s Policy Statement Regarding Students and Applicants with Disabilities to the Dean of Students Office at deanofstudents@swlaw.edu, by **May 15, 2022** (for entering SCALE I students) or **June 30, 2022** (for all other entering and continuing students who plan to take courses that start in August 2022)—or as soon as you are aware of a basis to request an ADA accommodation. For an entering student admitted after these deadlines, please check your admissions letter for your specific deadlines or contact Associate Dean Lisa Gear at lgear@swlaw.edu.

Following receipt of a completed application and supporting documents, a designated committee will commence its review and contact you regarding an interview. Requests will be reviewed on a rolling basis, starting the week of May 16, 2022.

We encourage any student who believes they may qualify for one of these accommodations and wishes to seek the accommodation SCALE Period 1 or classes that begin in August 2022 to begin the relevant process as quickly as possible.

Student's Printed Name: _____

Program/Level (e.g., SCALE I, PLEAS 4): _____

Student's ID Number: _____

Southwestern Email: _____

Best Phone Number: _____

Section 1: Qualifying Disability

1. Have you registered with Southwestern's Accessibility Services in the Dean of Students and Diversity Affairs Office?

Yes ___ No ___

Note: If you answered "no" to question 1, please contact the Dean of Students and Diversity Affairs Office to register with the Accessibility Office. You must be registered with the Accessibility Office to request remote instruction as an accommodation for a qualifying disability.

2. Have you ever received disability-related accommodations since finishing high school?

Yes ___ No ___

3. Have you ever been registered as a student with a disability at another post-secondary institution?

Yes ___ No ___

4. If you answered "yes" to question 2 or 3, please list any and all disability-related accommodations you receive:

5. Please describe the disability-related limitation that is interfering with your ability to perform academically or access an academic benefit.

6. Please describe the duration of the disability-related limitation.

Temporary ___ Permanent ___ Unknown ___

7. What, if any, academic functions are you having difficulty performing due to your disability?

8. What, if any, academic benefits are you having difficulty accessing due to your disability?

9. Are you requesting remote attendance as an accommodation for your disability?

Yes ___ No ___

10. Please describe how remote learning will accommodate your disability:

11. Can you identify any other accommodation outside of remote attendance that would accommodate your disability?

Yes ___ No ___

12. If you answered "yes" to question 11, please describe the accommodations that might accommodate your disability:

13. If you answered "no" to question 11, please explain your response:

Please answer the following questions if you are seeking an accommodation to attend classes remotely:

14. For the past three months, describe the activities you have engaged in outside the home on a regular basis (e.g., attend work outside the home; attend school outside the home; attend church outside the home; attend social events outside the home; traveled via public transportation such as buses, rideshares, or planes; dined in restaurants or other establishments; engaged in group or team sports or recreational activities; shopped in stores; visited or stayed with relatives inside their residence; etc.).

15. For any other individual who regularly lives in the household with you (at least three days per week), for the past three months, describe the activities each has engaged in outside the home on a regular basis (see the parenthetical in question 14 for examples).

16. Does another individual who lives regularly *outside* the household (e.g., babysitter, relative, friend) enter your household on a regular basis (e.g., at least once per month)?

Yes ___ No ___

17. If you answered "yes" to question 16, please explain:

(Be sure to sign the certification below.)

Section 2: Certification

I verify that the information I am submitting to support my request for remote attendance is complete and accurate to the best of my knowledge. I understand that any intentional misrepresentation contained in this request may result in disciplinary action. I also understand that my request for remote attendance may not be granted if it is not reasonable, fundamentally alters a program, poses a direct threat to the health or safety of others at the school or to me, creates an undue hardship for Southwestern, or does not comply with accreditation standards and guidance. Southwestern may deny a remote attendance request if I fail to cooperate with Southwestern's reasonable request for verification of the need for remote attendance. I understand that Southwestern reserves the right to deny my request for remote attendance should it determine that, based on the information provided or received, adequate evidence has not been provided to establish that remote attendance is warranted. Southwestern may request information regarding a remote attendance accommodation at any time and make alterations in light of a change of circumstances.

Student's Signature: _____

Date: _____