



ODA Use Only:
 Date of WO to Facilities: _____
 ODA FT Staff Submitting WO initials: _____
 Date confirmed in classroom _____

UNT Office of Disability Accommodation (ODA) Alternative Furniture Request

Use this form only if “alternative classroom furnishings” is listed on your ODA Letter of Reasonable Accommodation that you give professors. Before submitting this form, please visit your classroom to see if it already has furniture that will meet your needs, if possible do this before classes start. If you still need furniture, submit this form clearly describing the type of furniture you may need. Also, some classrooms are equipped with furniture securing systems for ODA items, furniture can only be placed in this classroom at the location of those systems.

It is extremely important to point out to professors the furniture items that are delivered to the classroom for your use. Furniture is often inadvertently removed from classrooms when faculty are unsure why it’s in their room.

PLEASE NOTE, a minimum of 7 business days is required to have furniture placed in a classroom sometimes longer during the busiest periods of the semester.

Student Name (Please print clearly): _____ Date: _____ Student ID# (Not your EUID or SSN): _____ Phone: _____
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Type of furniture being requested (be as specific as possible):

Location of class(es) for requested furniture:

Building Name: _____	Room#: _____	Building Name: _____	Room#: _____
Building Name: _____	Room#: _____	Building Name: _____	Room#: _____
Building Name: _____	Room#: _____	Building Name: _____	Room#: _____

By signing below I am indicating that I have read and understood this document and the information I have provided therein is truthful and accurate.

Student Signature: _____ Date: _____

Return digital copy to odadoc@unt.edu (preferred) or mail, fax, deliver in person to: UNT ODA • Sage Hall 167 • Union Circ. #310770 • 1155 Denton, TX 76203 • F 940.369.7969 • P 940.565.4323 • www.unt.edu/oda Rev 11/29/12
