Requesting Accommodations for CTY Summer Programs, CTY Online Courses, or SCAT/STB Testing (for first-time requests)

1.) Log into parent MyCTY account.

2.) Click link titled “Accommodations for CTY Programs and SCAT/STB Testing” (on left-hand side menu)
3.) Review Symplicity guidelines.

Be aware that Symplicity’s Terms and Conditions are generally written for all of the programs they offer (including career services). The data you enter into Accommodate specifically is contractually CTY’s data. Thus, Symplicity/Accommodate cannot share any data/information without your consent.

4.) Type your name (exactly as shown) to confirm you reviewed the Terms & Conditions and hit “Submit.”
   **Hint:** Copying and pasting your name may be helpful.

5.) After reviewing the terms & conditions, you will be brought to the screen below. Click on “Request/Review Accommodations via CTY’s Accommodate.” This will take you to the initial online accommodations request form. You will only complete this form once. If your child returns to CTY for another course or program, you will just be able to renew accommodations via Accommodate (details on this later).
6.) When you click on the link, you will be taken to the Accommodate initial accommodations request form.

![CTY Accommodation Request Form]

Student Information

In order to determine the appropriate CTY Program accommodations for your child and to ensure their timely implementation, please complete this Request Form at least four weeks prior to the start of your child’s program if at all possible.

First Name*

Last Name*

Middle Name:

Student ID:

Main Parent/Guardian Contact Name* Please put the main parent/guardian name first. You may also include another parent/guardian.

Main Parent/Guardian Contact Phone number:

Main Parent/Guardian Contact Email:

7.) Complete and submit this form. After completing this form, you need to take no further action until hearing from CTY Disability Services. You will receive a confirmation email that the form has been submitted. If you have documentation supporting your request on hand, please attach it where indicated on this form.

* Attaching documentation to this request expedites the process.