

## Sample Accommodation Email

Sally Student is a student with a disability (SWD) who is taking one of your classes and/or is your advisee. Below is a list of accommodations she is qualified to receive. I have asked her to follow up and meet with each of you individually to discuss her needs.

### Classroom Accommodations

**Selective Seating-** Selective seating is used to allow the student to sit where he/she can best obtain the information presented in class. This should be a collaborative process between the instructor and the student.

**Recorded Lectures-** Recorded lectures is an accommodation which allows the student with a disability to tape-record the lectures for later use in studying. *In order to maintain academic integrity, this student has been made aware that she is to delete or erase recordings at the end of the semester.*

**Assistive Technology-** Assistive Technology is a term which covers a variety of types of technology and other devices used to accommodate the student. Some accommodations which may be considered assistive technology may be common devices, computer software, or hardware which many people use.

*This student needs to be able to use her computer to type the answers to any essay questions on tests.*

**Volunteer Classroom Note Taker-** The Volunteer Classroom Note Taker is provided to students so that they can get a copy of the notes for their classes. This can be accomplished through a collaborative process between the student and the professor – the professor can make an announcement in class asking for a volunteer to provide a copy of their notes for the student. Professors *can also satisfy this requirement by providing the student with a copy of his/her notes for the class.* Carbonless duplicating sheets can be provided to the student with a disability (SWD) to pass onto the note taker (this prevents need for making copies). It is important to work with the student to get this process arranged as early in the semester as possible. The SWD has been informed that having a note taker is not a substitute for going to class. The note taker can receive a \$75.00 check at the end of the semester for performing the service.

### Testing or Evaluation Accommodations

**Extended Time-** Extended time (1.5) provides students with disabilities additional time to complete the exams. For Example: 1.5x means that the student is allowed 1.5 times the amount of time the students without disabilities are allowed to have to complete the exam. When other students have 50 minutes, the student with a disability would be allowed an additional 25 minutes (or a total of 75 minutes) to complete the test. If the test is 2 or more hours, please consider allowing the student to complete the first part of the exam, take a break and receive the second half to complete.

Thank you in advance for your help with this student. Please contact me with questions or concerns.

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