

To Faculty:

To contact a student with a documented disability who is taking a distance learning class, send an email to the student acknowledging that you have received a “Request for Accommodations Receipt” form from the Disability Services Office (sample email format below).

Please send the completed and signed “Request for Accommodations Receipt” form, and a copy of the email you sent to the student to the Disability Services Office during the first 2 weeks of the semester. (ATTN: Janice Owen). It is not necessary to have the signature of the student if you have sent the student an email.

Make sure that you keep a copy of the information about specific accommodations for the student for your files so that you can work with the student over the semester. You are responsible for helping the student implement the accommodations within the context of the academic environment, whether in the classroom, blended, or distance learning.

Sample Email:

Date

“I have received a letter from the Disability Services Office indicating that you are requesting academic accommodations for a documented disability. Please feel free to email me at _____ or call me during office hours _____ at my campus phone _____ so that we can discuss the accommodations that will be most helpful to you in the Distance Learning Class _____. I look forward to working with you.”