

Guide to Communicating with Professors

It is your responsibility to communicate with professors and faculty about your accommodations. **The initial vital step before communicating is to complete your Semester Request through Accommodate.** Completing a semester request sends your Accommodation Letter to your professors. These templates are easy ways to communicate about how you will be implementing your accommodations throughout the semester. If any questions or concerns come up about how to advocate for yourself, please contact Accessibility Services at accessibility@shepherd.edu

Beginning of Semester

Hello Professor _____,

My name is _____ and I am looking forward to your _____ class. I wanted to reach out to let you know that I do have accommodations through Accessibility Services. What is going to be your preferred method of communication in the event that I need to request my accommodations? Please let me know if you would like to meet and talk about this.

Thank you,
Name (Student ID)

Dear Professor _____,

My name is _____ I am currently enrolled in your _____ course this semester. I am reaching out to let you know that I have accommodations through Accessibility Services and completed my semester request on Accommodate. Please let me know if you would like to meet and discuss this or need any additional information.

Thank you,
Student Name (Student ID)

Approved During the Semester

Hello Professor _____,

I have recently been approved for accommodations through Accessibility Services and have completed my semester request on Accommodate. Please let me know if you would like to meet and discuss this or need any additional information.

Thank you,
Name (Student ID)

Specific Accommodations

Dear Professor _____,

My name is _____ I am currently enrolled in your _____ course this semester. I am reaching out to let you know that I have accommodations through Accessibility Services and completed my semester request on Accommodate. I am interested in using my (specific accommodation) in your class. Please let know what this could look like during the semester.

Thank you,
Student Name (Student ID)

Dear Professor _____,

I will be enrolled in your _____ course this semester. I am writing to let you know that I am registered with Accessibility Services and have been approved for several accommodations, one of which is permission to record and copy of professor notes (when available). I have sent in my semester request through Accommodate and you should receive a letter verifying my accommodations. Please let me know if you need any additional information prior to start of classes.

Thank you,
Student Name (Student ID)

Testing Accommodations

Dear Professor _____,

I will be enrolled in your _____ course this semester. I am writing to let you know that I am registered with Accessibility Services and have extended time on tests and reduced distraction environment. I'd like to set up a time to discuss how these accommodations will be implemented in your class this semester. I have sent in my semester request through Accommodate and you should receive a letter verifying my accommodations. Please let me know if you need any additional information prior to the start of classes.

Thank you,
Student Name (Student ID)

Extended time on assignments (if you have accommodation)

Hello Professor _____,

I am needing to implement my extended time on assignments accommodation on _____ assignment. May I please have some extra time? I will make sure to complete it by the new deadline.

Thank you for your time,
Name (Student ID)

Intermittent Attendance (If you have accommodation)

Hello Professor _____,

I will be missing class today. I need to implement my intermittent attendance accommodation. Is there any in class work or tests/quizzes I need to make up? I will make sure to complete what I missed.

Thank you for your time,
Name (Student ID)

Hello Professor _____,

Today I missed class because of a medical flare up. I need to implement my intermittent attendance accommodation. Is there any in class work or tests/quizzes I need to make up? I will make sure to complete what I missed.

In-Person Meetings with Professors

Meeting face-to-face with your professors about your accommodations can be a great way to establish a relationship for the semester and to get on the same page about using accommodations in their class. Here are some helpful tips on how to prepare for an in-person meeting with your professors:

- Look at the class syllabi, see what days and times their office hours are set for.
- Send an email or stay after class to schedule a meeting.
- Before the meeting, write down any questions you may have so you do not forget to ask.
- Arrive on time to your meeting! If you need to reschedule, communicate ASAP.
- You can pull up your accommodations letter on Accommodate, or you can print out a physical copy!
 - *Log onto Accommodate- Click Accommodation on the left hand side- Click Accommodation Letter- You can access your letter anytime!*
- During your meeting, take notes on what your professor shares with you. You can always ask for a summary to be sent to you in an email afterwards.

If you would ever like a staff member from Accessibility Services to come to in-person meetings for support and advocacy, please reach out and we are happy to help!