# **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

### **Subject:** Accommodations for (Course Name)

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. I would like to schedule a time to meet and discuss how my accommodations can be met in your class. Please let me know a day and time that works for you.

Thank you,

Name (Student ID)

### **Subject:** Accommodations for (Course Name)

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,

Name (Student ID)

## Approved During the Semester

### **Subject:** New Accommodations for (Course Name)

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 and Online Classes

### **Subject:** Using Accommodation in Class

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 me know what this can look like in your class as I want to be as prepared as possible.

Thank you,

Name (Student ID)

### **Subject:** Accommodations for Online (Course Name)

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 how these accommodations will work in your online class and what I need to do to be successful.

Thank you,

Name (Student ID)

## Testing Accommodations

### **Subject:** Testing Accommodation for (Course Name)

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 (List testing accommodations). 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,

Name (Student ID)

## Extended Time on Assignments (if approved)

### **Subject:** Requesting Extension

Hello Professor\_\_\_\_\_\_\_\_\_\_,

I need 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 approved)

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)

## 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!