

## Acknowledgement of Accommodations

### Student Information

Student Name:

Student ID:

Semester:

### Expectations of Student and Instructor Dialogue

Students are expected to discuss their letter of accommodation with each instructor teaching a course where they need to use their accommodations. This conversation can happen during office hours or another mutually agreed upon time. During this meeting, the student and instructor should discuss the management details for the accommodations. If the instructor questions the appropriateness of an accommodation for their course, they need to contact the Office of Accessibility Services directly; this is not a conversation to broach with the student.

As a reminder, students have the right to request their accommodations at any point in the semester. The accommodations cannot be retroactively applied, but for the purpose of ADA compliance, the date the letter is shared with the instructor is considered the "start date" for accommodation implementation.

If it is appropriate for this student, any Modified Attendance Policy or Deadline Agreements have previously been shared them for your course.

The student is expected to:

1. Provide a copy of the letter of accommodation through print or email prior to the conversation;
2. Obtain instructor signature to indicate a dialogue has happened;
3. Keep this form for their own personal records or return it to the Office of Accessibility Services (OAS) to be stored in their student file. [because this form may be requested by OAS in the event that there are questions about an accommodation's implementation]

### Instructor Acknowledgement

By signing on the back of this page, the instructors acknowledge that they have:

1. received and reviewed the accommodation letter from the student above;
2. had a conversation with the student about their individualized accommodation(s);
3. have retained a copy of the accommodation letter for their records.

Instructor Signature								
Date of meeting re: accommodations								
Date letter was shared with instructor								
Course Number								
Instructor Name								