

Scheduling Services for Students with Disabilities

Dear **Faculty or Staff Member**:

A student with a documented disability has registered for your **Course # and Section** class and will be seeking your assistance this semester with implementing an Accommodations Plan. The student is ADA eligible for accommodations.

For several years, the goals of services for students with disabilities have included assisting the student in becoming an independent learner. Part of that independence means learning to be a self advocate and to be actively involved in the process of implementing their Accommodations Plan. Responsibility for active involvement in the process is especially critical for the student who needs the assistance of a unique service provider such as an interpreter for the deaf or hearing impaired or in this case a transcriptionist in the classroom.

The student has been coached to bring you a copy of their Accommodations Plan, to talk with you about how that Plan will be implemented. With that information, the Disability Services for Students Office can arrange reasonable accommodations for the student. If additional information is needed, we will contact you directly.

Part of the accommodation that this student receives is transcript of the classes. One of our transcribers will be in contact to discuss their role in your class and answer any questions you might have. It is very important you review all your visual material such as videos that you will be presenting and make sure they are Closed Captioned (CC). If you have videos that are not captioned please let us know and we will do what we can to locate captioned video or if time allows get them captioned. You must not present videos in this class that are not captioned.

The student is asked to begin the dialogue with you as soon as possible. The student has been advised to talk with you within two weeks of registering and again during the first week of class to confirm the implementation of the Accommodations Plan. Please note that accommodations cannot be provided on a day-to-day basis and any changes must be submitted at least a week prior to the change for us to provide reasonable accommodations. We do understand that there are emergencies, illnesses, and sometimes cancellations of classes and request that the student let us know as soon as possible.

It may be helpful to you to know that we have a signed release from the student to contact you to confirm or get additional details that will facilitate their accommodations. Contact David Brandt at 8214 if you have questions or concerns about the accommodations.