

Acknowledgement of Student Request Form

Dear Instructor:

You should have received an electronic accommodations letter that lists the academic accommodations approved for the following student in your class:

(name)

(UID #)

(date)

(semester)

The listed accommodations are supported by documentation that has been reviewed by disability service providers at the Accessibility and Disability Service (ADS).

DIALOGUE BETWEEN STUDENT & INSTRUCTOR REGARDING THE IMPLEMENTATION OF ACCOMMODATION(S)

Students are expected to meet privately with their instructors during the first few weeks of the semester during scheduled office hours or another mutually agreed upon time to discuss the ADS accommodations letter and to coordinate the details for implementation of the listed accommodations.

The student is asked to (1) provide you with an electronic copy of the valid accommodations letter, (2) obtain your signature signifying that a dialogue has occurred and (3) return the signed Acknowledgement of Student Request Form to ADS. A valid copy of the accommodations letter is retained in the ADS online portal should you need access to it for your records.

INSTRUCTOR ACKNOWLEDGEMENT

By signing below you acknowledge that you have:

- (1) received and reviewed the accommodations letter from the above-named student,**
- (2) had a dialogue with the student addressing his or her individualized accommodation(s), and**
- (3) are aware you have access to an electronic copy of the valid accommodations letter for your records.**

Instructor's Name (Print above)	Course Number (Print above)	Instructor's Signature (Sign above)	Date (Print above)	Phone Number (Print above)
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