

SPECIAL SERVICES NOTIFICATION TO FACULTY

TO:

February 30, 2007

FROM: Barbara W. Stewart



RE: John Doe

ID: 000000

John Doe, who is enrolled in your class, , has documented **DISABILITIES** which qualify him for “reasonable accommodations” under the Rehabilitation Act of 1973, section 504. Please keep in mind that, when working with a student with a disability, the issue is not reducing standards for academic performance, but adapting teaching and testing strategies to provide the student with equal educational opportunity. John has asked you be notified that, depending upon the circumstances, some or all of the accommodations listed below may be required to provide him access to information and opportunity for successful program completion equal to that of students without this disabling condition:

CLASSROOM ACCOMMODATIONS

- Preferential seating toward front of class
- Please provide student with your lecture notes, outline, or PowerPoint when possible
- May need a volunteer notetaker – please assist discreetly in finding one if necessary
- Computer availability for use in long in-class assignments
- May tape-record classes
- Use of calculator for math-related courses
- May excuse absences for medical reasons
- May need extra time for papers and projects

TESTING ACCOMMODATIONS

- May need extended time
- May need a distraction-reduced environment
- May elect to take tests in the Academic Resource Center (ARC)
- Reader if requested
- Typist if requested

AUXILIARY AIDS (ARC will help the student obtain these)

- Books on Tape if requested
- Weekly meetings with an academic counselor in the ARC

John may not require all accommodations noted above because time of day, class format, and instructional methods can affect his needs. We suggest, therefore, that you and John discuss the accommodations he needs in your particular class. He has been informed that it is his responsibility to make his needs known to you, but an announcement at the beginning of the term or in your syllabus expressing your willingness to discuss special student needs might make it easier for him to approach you. Please be sensitive to the fact that this information should be shared only with persons designated by John. In order to prevent breach of confidentiality, please dispose of this notification after John has completed your course.

Thank you for your continuing cooperation. If you have any questions or suggestions, or need assistance in arranging needed accommodations, please contact me at (314) 968-7495.