

Acknowledgement of Student Request Form

Dear Instructor:

You should have received a letter listing the academic accommodations recommended for the following student in your class(es):

(print name above)

(print UID # above)

(print date above) (print semester above)

Their respective accommodation letter is supported by documentation that has been reviewed by the DSS office.

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

Students are expected to privately meet with their instructors during the first few weeks of the semester during office hours, or another mutually agreed upon time, to discuss the DSS accommodation letter and coordinate the details of the various accommodations. The student is asked (1) to obtain your signature signifying that a dialogue has occurred, (2) to return the Acknowledgement Form to DSS, and (3) to give you a copy of the valid accommodations letter. ***Please retain the valid copy for your records.***

INSTRUCTOR ACKNOWLEDGEMENT

By signing below you signify 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) have retained a 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)

Instructor's Name
(Print above)

Course Number
(Print above)

Instructor's Signature
(Sign above)

Date
(Print above)

Phone Number
(Print above)

Instructor's Name
(Print above)

Course Number
(Print above)

Instructor's Signature
(Sign above)

Date
(Print above)

Phone Number
(Print above)

Instructor's Name
(Print above)

Course Number
(Print above)

Instructor's Signature
(Sign above)

Date
(Print above)

Phone Number
(Print above)

Instructor's Name
(Print above)

Course Number
(Print above)

Instructor's Signature
(Sign above)

Date
(Print above)

Phone Number
(Print above)

Instructor's Name
(Print above)

Course Number
(Print above)

Instructor's Signature
(Sign above)

Date
(Print above)

Phone Number
(Print above)