

DATE: X

**CONFIDENTIAL**

TO: Professor {Name}, {Department}

FROM: Sherlynn Bessick, Director, Office of Learning Services

RE: Special Student Accommodations  
**{Student's Name}, ID# {Student's M Number}**

I am writing at the request of {student's name}, a student in your {class designation} class, who meets eligibility requirements to receive academic accommodations through the Office of Learning Services. Based on documentation, this student will need the following accommodations for class:

√ **Assistance to secure a notetaker.** If this student requests a notetaker for your class, please identify a student willing to take notes and ask that student to come to the Office of Learning Services (Lyle Hall, room 348) to be added to our payroll. The Office of Learning Services will pay the student and supply special carbonized notepaper. A student may take notes for only one student with special needs. Please introduce the student and the notetaker to each other after class to facilitate the transfer of notes.

√ **Special Classroom Setup.** The Office of Learning Services will contact the University Housekeeping Department and have them make the necessary classroom configuration changes to accommodate this student.

√ **Extended time for taking tests in a distraction-free location (100% extra).** If you and this student request out of class testing for your class, the student should give you a Test Accommodation Request form with the front page completed. Please fully complete the back (providing any necessary special information about the test), **sign** the form, and retain the bottom section as your reminder. The student must then deliver the form to the Office of Learning Services. Learning Services will assume responsibility for proctoring the test. **You may also elect to provide the accommodation in your own department.**

Accommodations provide a way to compensate for a disability and ensure an equal opportunity for students to demonstrate their level of mastery of the course content. Some students choose to use accommodations to a lesser extent in courses not as strongly impacted by the learning deficit. It is the student's responsibility to discuss accommodations with you to arrive at a mutually satisfactory arrangement. **You may choose to arrange accommodations on your own**, or, if you prefer, the Office of Learning Services will assist you in providing accommodations.

I would be happy to speak with you about this student's need for accommodations or other disability-related issues. Please feel free to call me at 717-872-3178.

/xxx {file #}