# Sample Letter of Accommodation 1

*The Chapter 7 Supplements include two different examples of accommodation letters that students will provide to their faculty. These represent two types of accommodation letters that are commonly used in the field. Note that both letters include student information, a statement of coverage (i.e. ADA and Section 504), a list of accommodations, and contact information for the student’s DSP. Note that the sample letters do not include information that discloses a student’s diagnosis. This first accommodation letter includes a list of each granted accommodation, group by category.*

# Accommodation Letter Sample 1

**IHE and/or DSO Name and Logo Office Contact Information**

# LETTER OF ACCOMMODATION

Student:

ID:

Date:

The above named student has registered with the Disability Services Office and, in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, is eligible to receive the following accommodations:

## Testing Accommodations

50% extended time

100% extended time

Distraction-reduced setting

Use of computer for written responses Alternative to Scantron

Use of calculator, unless essential to Enlarged print

Reader

Text-to-speech technology Scribe/Dictation software

**Communication Accommodations** Captioning

ASL interpreter

Assistive Listening Device (FM System)

**Other Accommodations**

##  Reduced course load

Foreign language substitution

Flexible attendance (outlined separately) Priority registration

Housing accommodations (outlined separately)

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##  Classroom Accommodations

Extended time on in-class assignments Extended time on in-class assignments Preferential seating

Use of computer for note taking

Permission to record lectures, faculty must be notified Copy of instructor’s notes

Distributed course materials in alternative format Movement breaks

Note taker Laboratory assistant Accessible furniture Classroom relocation

##  Assistive Technology

Text-to-speech software

Smartpen or other audio recording device

Alternative format texts

Screen reading software

Please refer to detailed information about academic accommodations on the *(website)*. If you have any questions or concerns about the provision of accommodations, please contact (*Contact name, title, email).*