



September 1, 2019

Professor Smith
Mathematics Department
Campus: Online

Dear Professor Smith,

Student Smart has asked me to contact you regarding disability accommodations that need to be made in your MATH 111 course. This student has a disability as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. This is confidential information; please respect this student's privacy by not revealing this information to anyone without this student's permission.

Because of the disability, the following accommodations will be necessary:

APPROVED ACCOMMODATIONS	INITIAL
Provision of extended time in the amount of time-and-one-half on exams and quizzes.	

I recommend discussing with Student how the accommodations above can be best provided. Please initial each accommodation that you approve of. If you have question or concerns regarding an accommodation listed, do not initial the form. I will be happy to contact you as soon as possible to discuss your questions and determine if another accommodation would be more appropriate.

Failure of a student to return this letter to the Disability Services office may result in the student not being allowed to use the accommodations allowed during exams. Student may also be asked to join the class for the exam.

Please feel free to contact me with any questions or concerns. I continually strive to improve the services to our students and see all faculty and staff as collaborators. Throughout the term, please contact my office if I can further assist you with this student. Thank you for your support in meeting this student's needs.

FACULTY SIGNATURE: _____
Date

STUDENT SIGNATURE: _____
Date

Sincerely,

Coordinator
Disability Services
Phone:

Cc: Student File