

SAMPLE FACULY LETTER

MEMO

TO: *Insert Faculty Name* *Insert Course and Section Number*
FROM: *Insert Name*
DATE: *Insert Date*
RE: *Insert Student Name*

The purpose of this informational memo is to verify the appropriate accommodations for the above listed student in your class. There is no need to take action at this time. Implementation of the accommodations listed is initiated by the student in discussion with you or in follow-up e-mails from asnotes@unm.edu and/or tstaccom@unm.edu. When requested, your assistance in providing accommodations to a student with a disability is in accordance with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) Amendments Act of 2008. Documentation verifying the student's disability is on file with Accessibility Resource Center, 2021 Mesa Vista Hall. All identifying information regarding students with disabilities is confidential and should not be unnecessarily discussed with peers or other colleagues without the student's consent.

Accommodations for any field work, practicum, clinical, student teaching, or other experiential courses require a meeting between student, faculty, and Accessibility Resource Center staff to determine reasonable appropriate accommodations. ARC is available for questions regarding how to accommodate students with disabilities based on course goals and objectives. Please contact us at 277-2506.

The student is eligible for the following class accommodations:

Insert appropriate accommodations here.