**Communication Templates for Instructors reaching out to Students**

Instructors should use the templates below as a guide to communicate with students regarding accommodations. Instructors can customize content as relevant based on their communication needs.

These templates have been developed by SSD staff as well as our Faculty and Student Advisory Committees.

**For Instructors to send to students after receiving Accommodation Letter Notification**

SUBJECT: Discussing Implementing Accommodations for *CLASS*

Hello *student*,

This is just a quick note to let you know that I received your SSD accommodations letter for *CLASS NAME*. I have reviewed and confirmed it through the SSD portal.

*Customize content below as appropriate*

I would like to connect with you to discuss how your accommodations will apply within this class. I am available via *phone/Zoom/in person meeting* at these dates/times: *DATES/TIMES*. As a reminder, I cannot provide accommodations until I have had a chance to discuss them with you so it is important for us to connect so we can put them in place for you ASAP.

In preparation for our meeting, here is some information about how I will provide accommodations in my class:

Notes/Slides:

Testing Accommodations:

It appears that these accommodations may not apply this semester based on the format of the course, but I would be happy to touch base during our meeting to discuss them.

*List any accommodations that don’t seem relevant based on the structure of the course (no attendance policy, no tests, etc.)*

Please let me know if there any other ways I can support you to ensure that you get the most out of this course. It is important to us to create a welcoming and effective learning environment for all our students.

I look forward to connecting with you soon.

**For Instructor to send as follow up if there is no response from student after reaching out to discuss Accommodation Letter**

SUBJECT: Following up about Implementing Accommodations for *CLASS*

Hello *student*,

I am following up regarding your Accommodation Letter for *CLASS***.** As a reminder, I cannot provide accommodations until we have had a chance to discuss them with you so it is important for us to connect so we can put them in place ASAP. Here is my availability: *DATE/TIME/METHOD.*

If you do not plan to use your accommodations this semester, please email back to let me know.

**Referring Non-Registered Students to SSD**

SUBJECT: Connecting with Campus Resources

Hello student,

I wanted to *follow up on our conversation to* connect you with some resources that may be helpful for you. UT offers free academic resources and campus services that are designed to support students in a multitude of ways.

*Customize list as appropriate*

* Services for Students with Disabilities: provides classroom and testing accommodations. Connect with them during Drop In hours or visit their website: <https://diversity.utexas.edu/disability/>
* Counseling and Mental Health Center: Individual and group counseling, mental health resources: <https://www.cmhc.utexas.edu/>
* Sanger Learning Center: free tutoring, study skills support and peer coaching: <https://ugs.utexas.edu/slc>
* University Writing Center: improve your writing skills or get support with a specific assignment: <https://uwc.utexas.edu/>
* Student Emergency Services: Emergency Fund, UT Outpost (food pantry), family or medical emergency: <https://deanofstudents.utexas.edu/emergency/>

I am also here to support you with any questions or concerns you have related to my class. Please feel free *to continue* to use my office hours or reach out via email. We all want you to be successful at UT and using the tools that exist for you here is a great way to work toward that goal.

**Reminders to Post in Canvas**

**First week of class and mid-semester reminder:**

If you have requested Accommodation Letters from SSD please let me know so we can set up a time to discuss them once they are available.

**Before finals reminder:**

If you plan to use your accommodations during finals please email me a reminder so we can confirm arrangements.