The template below is for students with disabilities who have accommodations through Disability and Access to follow up with their instructors after receiving their Accommodation Letters. More information about the accommodation process can be found on the using accommodations at UT page: <https://diversity.utexas.edu/disability/using-accommodations>

Consider using the template below to draft your email to your instructor. You will need to customize the portions in bold/red and edit it to be relevant to your specific situation. We also recommend downloading the Accommodation Letter from the Student Portal and attaching it to the email to your instructor, since some of them do not use the Instructor Portal to view Accommodation Letters.

Subject Line: Discussing Accommodation Letter for **CLASS NAME**

Hello **Professor/Dr. \_\_\_\_INSTRUCTOR NAME\_\_\_\_,**

My name is **NAME**, my pronouns are **PRONOUNS**, and I am a student in your class, **NAME OF CLASS**. I am also registered with Disability and Access (D&A) and have accommodations to give me equal access to your class. You should have received an email notification from D&A about my Accommodation Letter, and I am following up to discuss the accommodations I may need to use in your class.

I would prefer to discuss my accommodations via **Zoom/in person/email,** but I am open to what works best for you.I am available at the following dates and times: **\_\_DATE\_\_\_AND TIME\_\_\_,** during the week. I have attached a copy of my Accommodation Letter from D&A so we can look over it together when we discuss my accommodations. You can also view the letter through the D&A Instructor Portal: <https://ssdportal.ddce.utexas.edu/clockwork/user/instructor/login.aspx> . I am excited to be taking your class this semester so it’s really important for me to understand how my accommodations will work in your class.

Please let me know the best way to discuss my accommodations with you. I look forward to talking with you. Thanks!

Best,

**Student Name**

**EID**