

CONFIDENTIAL

LETTER OF ACCOMMODATION

Date

Student:
Banner ID #:

Semester:
Subject:
Class:
Instructor:

Dear Student and Instructor:

The above-named Student is registered with Disability Support Services (“DSS”) as a student with a disability as defined by the Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973, Section 504. The Student has requested one or more academic accommodations for the above-referenced class.

Approved Accommodations

DSS has approved the following academic reasonable accommodation(s) for the Student for the above-referenced semester and class:

- 1.
- 2.
- 3.

Notice to Student

The Student should consult with DSS initially about any alternate testing arrangements at the beginning of the semester and thereafter with the Instructor. The Academic Integrity Policy will apply to an alternate testing arrangement. The PAC DSS Office is available for those who need a more quiet, less distracting environment. The Student must comply with the guidelines for testing in the PAC DSS Office.

The Student is required to do the following to promote his/her academic success:

- Attend class regularly and arrive timely.
- Complete all in-class & homework assignments.
- Communicate regularly (including email/phone) with the Instructor(s).
- Arrange tutoring as necessary.

The Student is notified that he/she must comply with the Alamo Colleges Policies and Procedures approved by the Board of Trustees and applicable to students, including the Student Code of Conduct Policy and Procedures at F.4.2, F.4.1, and F.4.2.

The Student is notified that approved accommodations are per class, per semester. The Student must provide professional provider documentation to DSS within 45 days of the beginning date of the semester to support the accommodations requested. The Student is responsible for contacting DSS for renewal of accommodations or requesting accommodations prior to each semester.

Confidentiality Required

This Letter and all disability related information are CONFIDENTIAL. Any discussions by the Instructor with the Student about accommodations should be conducted privately. The Instructor is required to delete/shred/destroy this document once the Student is no longer the Instructor's student due to completion, dropping, withdrawal, or cancellation of the above-referenced class or if the Student is suspended or expelled.

Please feel free to contact this office at 210-486-3020 or cgibbs3@alamo.edu if you have any questions about this letter.

Sincerely,

Palo Alto College
Disability Support Services

By: _____
Cindy Morgan, Coordinator

Cc: Name of Instructor