Dear Professor/Instructor:

The above named student is known to the Office for Student Life Disability Services as a student with a disability.  On the basis of this documented disability, this student is eligible for the following mandated accommodations (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990):

* **50% extended Time for Exams**
* **Distraction-reduced Testing space**

**This student’s disability is somewhat unpredictable and he/she may experience periods of exacerbation. During these periods, he/she may have difficulty attending your class.  Therefore, reasonable accommodations for this student might include flexibility with attendance, the deadlines for homework and other assignments when this student misses class.**

The student may need additional academic accommodations in your classroom.  If there is a need, the student will come to you to make a request, and with your assistance, appropriate accommodations can be arranged.

I appreciate your assistance in this collaborative effort to ensure that this student receives appropriate accommodations. **It is important to remember that this student still needs to perform the essential functions of the class.** If you would like to consult with me in this matter, please feel free to call me at 292-3307.

Sincerely,