**E-mailing Accommodation Notification**

A few days after you’ve completed the DRC Web App Accommodation request, we recommend sending a short message to your professor. This is an opportunity to introduce yourself and to arrange a meeting to discuss the accommodations. You may also use this as an opportunity to ask other questions you may have about the course.

**Suggested E-mail Template**

Subject: Course Number/Section (i.e., HIST 1493 001)

Dear Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_:

*I am enrolled in your “course name” this semester and you should have already received an accommodation email from the Disability Resource Center. I will check your office hours and stop by so we can talk about my accommodations.*

*I also wanted to ask \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Thank you.

Student Name

Student ID

E-mail/phone