

TO: Professor _____

FROM: Mark Johnson, Coordinator of Disability Services Office

DATE: 3/7/08

RE: Jane Doe, accommodation notification memo.

This is a strong recommendation to allow Jane Doe academic accommodations for what appears to be a disability covered under the Americans with Disabilities Act. She's enrolled in your Spring 2008 course:

Three digit course # _____ Course name _____ section _____

Accommodations to allow:

XX
XX

These confidential issues should not be divulged to Janet's classmates. She may actually have a legal right to the accommodations, but only a judge or investigator from the Office of Civil Rights can make that decision. If considering the matter those authorities tend to respect clinical information that portrays a need for various accommodations. Jane has that kind of information on file.

It's hard to unilaterally know when a student will actually want to use an accommodation. Before you undertake to arrange distinct episodes of an accommodation it's usually best to wait for the student to make an outward request. You can then set up the accommodation yourself or elect to have Disability Service arrange it on your behalf. To have the office make the arrangement simply tell the student to contact the office with one of its "accommodation request forms." This approach is usually more effective than when a professor (only) contacts the office.

These circumstances are not about ensuring academic success; they're a matter of providing equal access and opportunity by ensuring students can utilize the information and attempt the activities their courses require. Students with a disability should be expected to master the same essential course work and meet the same criteria for achievement as their classmates.

* If the student requests copies of lecture notes and you do not wish to provide the accommodation yourself, please see the reverse side of this memo.

Dear Professor,

If you want the Disability Services Office to manage copies of lecture notes . . .

please recruit a classmate from the same course section who's willing to routinely bring his or her notes to this office so a staff can make photocopies. Many professors make an announcement in class to recruit such a classmate; "I need to obtain copies of good lecture notes that someone takes in this course. That person can be paid for the work. If you're interested, please see me after class." **Never divulge the accommodated student's name** during such an announcement, to an interested classmate, or any classmate.

The following important conditions apply:

- Disability Services will pay the classmate \$25 per credit in a lump sum when the semester ends.
- Send the interested classmate to the DS Office in the 109 hallway of Davee Library to apply for the position. **Tell the classmate to notify the office staff, "My notes will be for folder # XXXXXXXXX"**
- The classmate must deliver the notes to the office within 24 hours of each M-Th class and 72 hours of each Friday class. A staff will promptly photocopy the notes and the classmate can quickly depart.
- The accommodated student will then pick up the notes when time permits from the # XXXXXXXXXXXXX folder.

Please notify Disability Services if you cannot find a classmate who's interest in taking such a position.

Call or email if you have any questions.

Mark Johnson, Coordinator of Disability Services
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