

Letter of Introduction

Learning Support Services for Students with Disabilities
U. C. Box 666 Ext. 2107 or Ext. 2171
E-mail: gehringe@pacificu.edu

To : _____ Course/Time: _____

RE: _____

The above named student has a documented disability:

To equalize the student's success in the classroom, the student would benefit from the following accommodations:

- Electronic Text
- Assistance in recruiting a notetaker within the class
- Copies of overhead material
- Large print handouts/exams
- Testing Accommodations
 - Extended Test time _____
 - Segregated Testing (in a separate, distraction-free room. The student can schedule a room through the LSS Office.)

Other: _____

This data sheet has been prepared through consultation with the student and should be considered confidential. The accommodations listed above are among those identified by federal regulations that mandate equal access for people with disabilities in academic settings. You and your student may want to discuss what options are best for both of you in meeting the accommodation requests. Please contact me at ext. 2107 or ext. 2171 if you have any additional questions or concerns regarding these accommodations.

Thank you for your consideration of this student's request(s).

Edna K. Gehring
Director, Learning Support Services for Students with Disabilities

CONFIDENTIAL INFORMATION