

## Confidential Accommodation Memo

**Date:** October 2, 2023  
**Student ID:** fakestudent  
**Student Name:** student, fake  
**Semester:** For Fall 2023 ONLY

Dear Faculty Member:

The student named above has been approved for the following academic accommodations. We highly recommend that the student and instructor meet and discuss how their accommodations will be implemented in private. Please note that these accommodations are not retroactive from the date that this letter was delivered to you by the student.

As a friendly reminder, the information regarding any student's disability status, educational limitations, and other personal information (e.g. health records) are considered confidential, and not to be shared with other colleagues without the student's permission. If you have any questions or concerns about a student's accommodations, please contact us as soon as possible.

Jenna French, DRC Counselor frenchj@smccd.edu [electronic signature]

**Additional Information:** Notetaking assistance refers to Otter or peer notetaker. Dictation accommodation refers to a voice to text software called Dragon. Student may sometimes use the accessibility features on their laptop too. Student's other assistive technology are laptop and calculator. Reader refers to a reading software called Kurzweil that student may need during tests.

Category	Accommodation	Accommodation Description
Classroom	Extra Time to complete in-class assignments	Professor will provide student with a clear deadline for classwork (ex: one extra hour, 24 hours, one week, etc) and how the classwork will be submitted (ex: via email, dropped off in office, brought to next class session). If the extra time is given to the student before assigned to the rest of the class, student's deadline may be the same as their classmates.
Classroom	Notetaking Assistance	Student will let the professor know whether they will require a peer notetaker or use a notetaking software (such as Otter, Notability, Whiteboard, Notion, etc). If student would like a peer notetaker, it is their responsibility to let the professor know and to also submit the Notetaker Request form with the DRC, so the DRC staff can also assist with implementing this accommodation. Once the form is received, the DRC will contact the professor and student with next steps.