Email Template to Send to Your Professors to Request an ACCESS PLAN Meeting

Directions:
To assist you in scheduling your Access Plan meetings, we’ve created this sample template message that you can revise and send to each of your professors. The red text contains instructions for you – be sure to delete this from in your message to your professors, along with any superfluous text.

ADS will provide you with a pdf of your Accommodation Letter that you should be sure to attach to each message that you send!

Suggested Subject:
Looking to schedule an Access Plan meeting

Dear Professor _________,
I am enrolled in your ______________ class, and I am eligible for academic accommodations through Access and Disability Services (ADS). Following their instructions, I have attached my Accommodation Letter to this message, disclosed my accommodations to you through CLIQ’s Access Plan, and indicated which accommodations I anticipate needing to implement in your class. I understand that some of the accommodations that I use for your class may change, based on our discussion about them.

ADS has instructed me to share with you this Access Plan Guidance for Faculty, and to arrange to meet with you as soon as possible by video conference to review the plan for implementing my accommodations.

[Go to Gateway Moodle and see if your professor has posted office hours (there or elsewhere). If you know them, include this paragraph. If not, go to next paragraph and delete this one.]
I have compared your “office hours” against my class schedule and other commitments, and based on our combined schedules, would you please let me know if one of these proposed meeting times is suitable? If none of these will work for you, please let me know what options would be best for you.

Suggestion 1: [enter weekday, date and time]
Suggestion 2: [enter weekday, date and time]
Suggestion 3: [enter weekday, date and time]

[If you used the previous paragraph, delete this one. If you cannot find your professor’s office hours, use this paragraph and delete the preceding one.]
I am not sure of your availability, but I’ve listed some options when I know I will be available. Would you please let me know if one of these is suitable? (If none of these will work for you, please let me know what options are best for you.)

Suggestion 1: [enter weekday, date and time]
Suggestion 2: [enter weekday, date and time]
Suggestion 3: [enter weekday, date and time]

Thank you very much, and I look forward to hearing from you with the time when you would like to meet.

Sincerely,
[your name]

Remember:
- Send a message to every professor in whose class you’ll be requesting accommodations
- PROOFREAD YOUR MESSAGE! Ensure that you’ve deleted all red font and superfluous text
- Be sure to ATTACH your Accommodation Letter to your messages before you click SEND. (It was emailed to you from access@dickinson.edu.)