



Sample Faculty Notification Letter

[Term] – [Course Number] – [Course Name]

Important Notice: The information in this letter is strictly confidential!

[Student Name] has requested that we inform you of their documented disability. The documentation on file with our office meets institutional requirements that qualify this student as a person with a disability under the Americans with Disabilities Act (ADA). The student is eligible for the accommodations listed below.

Accommodations for students with disabilities are made on an individualized basis with input from the student, you the faculty or staff member, and SDS. It is the student's responsibility to meet with you to discuss appropriate accommodation arrangements.

Please review the specific accommodations the student is eligible to receive:

1. [Accommodations listed for which the student is eligible.]

The reasonable accommodation process is a collaborative one: involving the faculty, the student, and SDS. If you have any questions about this student or their accommodations, please contact their specialist, [Specialist name and email here].

For tutorials on how to use SDS Online Services, please visit www.usfca.edu/sds/tutorials

Important Links: Faculty Guidelines for Accommodating Students with Disabilities

Information for faculty is available at www.usfca.edu/sds/faculty

If you want to learn more about teaching techniques for students with disabilities, please visit: <http://www.usfca.edu/sds/teaching/>

Thank You,
Student Disability Services
Gleeson Lower Level 20 | 2130 Fulton Street | San Francisco, CA 94117 | 415-422-2613