

## **LETTER OF INTRODUCTION**

At your meeting with your Case Manager, a letter of introduction (LOI) outlining your needs and the recommended accommodations will be completed for you to present to your instructors.

This letter must be signed by your instructor AND must be returned to our office within 14 days of receipt from the SSWD.

This will:

1. Help you to facilitate a dialogue with your instructors, to introduce yourself and set the ground for your future working relationship. This is the time to discuss course content and presentation formats, and in class supports such as copies of lecture materials, closed captioning of videos, permission to tape record lectures, etc.
2. Give your instructors the information that they need in order to provide the accommodations that you need.

It is important that you meet with your instructor as soon as possible at the beginning of term, and that the signed LOIs, approving the recommended accommodations, be returned to our office within 14 days.

No class or exam/test accommodation will be administered until the instructors approval is confirmed by receipt of the signed LOI.