



August 19, 2016

Professor,

This letter is to inform you that **Alejandra Mendez (A00318136)** has provided documentation of a disability to the Disability Access Services (DAS) Office and has been approved to receive the following accommodations. A reasonable and effective accommodation allows a student with a disability to participate in educational programs by minimizing the effects of a disabling condition. It is not intended to heighten or lessen a student's chance for success or failure, but to ensure equal access.

Based on review of the submitted documentation, as well as information supplied by the student, the student qualifies for the following accommodations:

Testing: If accommodation(s) includes testing (exams, quizzes, assessments), please coordinate with the student and the Testing Center to have the test on file prior to the testing date. The student has signed a Testing Policy Agreement form which is on file in the DAS Office.

- **Extended time on examinations (150%)**
- **Individual Area**

Note Assistance: If accommodation(s) includes a note taker, please do not single out the student who needs notes unless the student is comfortable with being identified - talk with the student, in private, beforehand. Please announce to the class that a student volunteer is needed or directly ask an individual if s/he would volunteer. In lieu of a volunteer, a copy of the instructor's notes is acceptable. Instructors who are working in classrooms with Smart Boards are encouraged to save the notes directly from the board to provide to the student or post in the course shell. The student is responsible in providing a note taker packet to the instructor or note taker. Packets are located in the DAS Office. If a student is enrolled in AAA 090, a note taker might not be a reasonable accommodation as students learn how to take notes in this class. Please discuss this situation with the student.

OTHER: Manipulatives. This student might utilize manipulatives during long lectures in order to help maintain focus. The student has been instructed to utilize non-distracting manipulatives.

DAS recommends to each student that s/he discusses each accommodation(s) with you as they relate to the specific demands and requirements of your course as some accommodations might not be applicable. Please be aware that any information you have about students with disabilities is

confidential and is not to be shared with others without the consent of the student. Also note that accommodations do begin once you receive this letter.

The DAS Office is here to support and assist both the student and the professor. If you have any questions or concerns regarding the approved accommodation(s), please contact our office.

Thank you for your assistance and cooperation.

Disability Access Services
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Greeley Campus
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Email: disabilities@aims.edu