**Ideas for your meeting**  
If you have decided to share your Professor Notification Letter (PNL) with your professors, fill in the following information to help brainstorm ways to talk with them.   
 **How to approach your professor**  
It is a good idea to talk with your professors within the first few weeks of the semester about your accommodations. It is also recommended that you set up an appointment with your professor/instructor to talk about your accommodations. You can take one of the following approaches:  
 **1. Email your professor/instructor to set up the appointment.  
  
2. Go to your professor/instructor during their posted office hours (usually listed on the syllabus). While you don’t necessarily need to email your professor to let him/her know you will be coming during office hours, this is a nice thing to do so you both are prepared.**

**For option 1 or 2, here is an email example:***Hi Professor \_\_\_\_\_\_\_\_\_\_\_,*

*My name is \_\_\_\_\_\_\_, and I’m in your \_\_\_\_\_\_\_\_\_ class.  I just wanted to tell you I’m in the CDS/SNAP program, and I have accommodations.  Next\_\_\_\_\_\_\_\_\_\_(state the date/time) I’d like to meet with you to talk about my PNL and the accommodations I’ll be using for your class.*

*Thanks!*

*\_\_\_\_\_\_\_ (your name)*  
 **3. Ask your professor/instructor right after class if he/she could set up an appointment with you. If this is not convenient for your professor, let him/her know you’ll come during office hours.**

**Course name and number:**

**Professor:  
  
  
Phone number:  
  
Email address:  
  
Office hours:**

**Directions**  
Fill in the blanks with your information. Read through the completed script out loud. Next, practice saying the script without reading. Finally, practice in front of a mirror, with a friend or SNAP Administrator (Anne Osowski), a parent, or you can even videotape yourself to review later.

**Introduction***“Hi Professor/ Dr. / Mr. / Mrs. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I’m in your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_class. Thank you for meeting with me today.”*  
**Professor Notification Letter (PNL)**

*“I want to give you my Professor Notification Letter (PNL) which explains the accommodations that I will need for your class. I am strong in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (fill in with one or two academic skills or abilities that come easy for you) but the accommodations really help me to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (identify one of your learning challenges). As you can see by my letter, I’m a registered student with a disability, and the Disability Services office authorized has approved these accommodations specifically for me.*

*Although I am approved for all of these accommodations, the accommodation(s) I expect to use in your class is/are:”*  
1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**Although only 4 lines are listed above, you can add more if necessary (based on what is listed on your PNL. You might expect to use all of your approved accommodations in one class, but then in another course, you only need to use one or two accommodations. This is because your professor(s) might use a lot of strategies in the class that meet your academic needs.  
  
Remember to discuss with your professor any specifics about how to work with the accommodations in his/her class. Clarify responsibilities. For example, some professors will likely want reminders from you about your accommodation needs one week before a test. If you want to take a test/quiz with the Disability Services office, you need to schedule that test with our office at least 7 days in advance.  
  
Closing***“Thank you for meeting with me and working with me to provide my accommodations. I am looking forward to your course.”*