

HOW TO REQUEST AN ACCOMMODATION LETTER

The Disability Resource Center has an updated process for requesting your Accommodation Letters. Below are the new steps you will need to take to request your letter.

1. Navigate to disability.ufl.edu/accommodationletter
2. Click on the Accommodation Letter Request button and login with your Gator Link credentials
3. Enter your name, email address, and select the course you would like the Accommodation Letter for.
4. Enter your instructors email address. You and your instructor will receive a copy of your letter.
5. Select the accommodation(s) you will need to be successful in this class.
6. Click submit
7. Repeat steps 1 through 6 for each additional class you will need accommodations for.

Below is an example of what your form will look like.

The screenshot shows a web form titled "DRC Letter of Accommodation Request" with a "UF" logo in the top left corner. The form is divided into several sections:

- Student:** Includes fields for "Name" and "Email" (with a pre-filled "@ufl.edu" domain). A note states: "Note: A copy of the letter will be sent to you at your UF email address."
- Courses:** Includes the instruction "Select the course to which the accommodation(s) will be applied." and radio button options for "Sum 2020" (SPN1131 (14482)) and "Fall 2020" (ABE2012C (10091), MUH2501 (18085), SPN1131 (19379)).
- Recipient:** Includes the instruction "Please enter the email address of the person who should receive this Letter of Accommodation." and a "Recipient's Email:" field with a dropdown arrow and a "Add another recipient" link.
- Accommodations:** Includes the instruction "Select the accommodation(s) you wish to apply to this course by clicking on the options below." and three checkbox options: "Access Services: Captioning services (This is a simple comment)", "Alternate Format: Braille Contracted", and "Classroom Accessibility: ADA table".

A "Submit" button is located at the bottom left of the form.

Once you have completed the form you and your instructor will be emailed a copy of your Accommodation Letter. Below is an example of what that will look like.

From: University of Florida - Do not reply <do-not-reply-crm@ufl.edu>
Sent: Tuesday, April 28, 2020 1:40 PM
To: Alligator, Alberta A <alberta@ufl.edu>
Subject: Letter of Accommodation

UF | **Disability Resource Center**
UNIVERSITY of FLORIDA

Name:	Alberta Alligator
Email:	alberta@ufl.edu
Term:	Fall 2020
Course Name:	MUH2501
Class Number:	18085

Accommodations	
Type	Details
Academic Accommodation	Access Services: Captioning services (This is a simple comment)
Testing Accommodation	Alternate Format: Braille Contracted

The above named student has met with a Learning Specialist and has been approved for the accommodations for the term. If any accommodation listed above fundamentally alters any course requirement, faculty should reach out to the student's Learning Specialist as soon as possible.

Testing Accommodations: If the student has been approved for testing accommodations and would prefer to test at the DRC, the instructor must complete a contract online upon receipt of this Accommodation Letter by following this link: <https://disability.ufl.edu/faculty/accommodated-testing-instructors/>. The online contract communicates the proctoring information of the exams for your course. Students should submit an Accommodated Testing Request 4 business days in advance of their test.

The DRC encourages a collaborative relationship between the student and faculty member. Should you have any questions or need assistance in learning about how to implement an accommodation in your course please feel free to contact the student's learning specialist; their information is listed below:

Learning Specialist:
 Jenna Gonzalez
DRC@ufsa.ufl.edu
 (352) 392-8565

The scope of the Disability Resource Center (DRC) is to help address access barriers in the learning environment. The DRC relies on a collaborative dialogue with faculty and students to approve appropriate and reasonable accommodations. Accommodations are used to remove barriers and provide equitable opportunities for accessible learning. It is important to note that the implementation of an accommodation may vary from course to course. Students are encouraged to engage in dialogue with their faculty to ensure their access needs are met. We invite faculty to utilize [Universal Design for Learning principles](#) in their courses to proactively address the need for accommodations.

If you have any questions please call us at (352) 392-8565 or email us at DRC@ufsa.ufl.edu.

