

January 28, 2013

Dear Professor Jones:

I am writing to you to explain about my need for accommodation in your class because of a permanent disability. I have registered with the Disability Services Office and have arranged to receive academic accommodations in this class.

I have a learning disability, which results in difficulty with reading, spelling and organizing my thoughts. My strengths are in non-verbal reasoning, working memory, and visual memory.

As part of my learning disability, I have slow processing speed, and it takes me longer than my peers to take in new information, organize my thoughts and respond to questions. For this reason, I may occasionally need extra time for assignments, particularly if I have many assignments due in the same time period. In these cases, I will speak with you directly, well before the assignment due date to discuss my need for extra time. In addition to this, I will also need extra time on quizzes, tests, and exams in order to process the questions and write my response.

I will also require other accommodations that address some of the other specific difficulties that I have because of my disability. These accommodations are:

- Photocopies of notes (or a note-taker)
- Access to a computer (with a word processor, dictionary, and spell check) for quizzes, tests, and exams

These accommodations have been discussed and approved by the Disability Services Office. Please refer to the attached approval form for verification, where all of my accommodations are listed. If you have any other questions, you may contact Disability Services at 613-533-6467.

I look forward to meeting with you at your earliest convenience to discuss any other aspects of my needs that may arise in your course. I will contact you to set a convenient time for us to speak privately about the details of accommodation in your course. Or, you can reach me by e-mail at [scarter@olts.ca](mailto:scarter@olts.ca) or by phone at 613-359-4645 to arrange an appointment.

Thank you for reviewing these accommodations, and I look forward to speaking with you soon.

Sincerely,  
Samuel Carter  
Student #: 64221594