

Accommodations Letter Template for Incoming College Students

About: Generation Patient has created a letter template to help guide you in drafting a letter to your university. This template was created for incoming freshmen and transfer students. If you are a current college student, please check out [this](#) template we have created.

How to Use This Template

Intended Recipients

- This template is intended to be sent to anyone at your university who you believe will be able to help you create a plan for the upcoming school year. Examples of people who may be able to help:
 - Academic Advisor
 - Student Disability Center Staff
 - Accommodations Specialist/Advisor/Coordinator
 - Accessibility Specialist/Advisor/Coordinator
 - Program/Major/Department Head
 - Dean of Students
 - Student Case Management
 - Office of Equal Opportunity
- We would recommend choosing one person to contact at first. If they are unable to help you, ask them if they have any recommendations for who you should contact.

Customization

- Please make sure to go through the letter and fill out all of the fill-in the blanks. They will be highlighted like **this**. The information you will need to fill them in is the following:
 - Name of person you are contacting
 - Major/Program
 - Intended graduation (semester and year)
 - Student ID (if you know it)
- Please also go through and read every question we have listed because some may not apply to you. Certain things we know are not applicable to every school, so we have highlighted them like **this** to draw your attention to them. Please be sure to double check your school's policies to see whether these things apply to you.
- Feel free to add or remove anything as you see fit.

Editing the Template

- We recommend copying this document [File → Make a copy] and editing on that document. Once edited, copy and paste your letter into an email.
- Alternatively, you can copy and paste the template into an email and edit from there. It may not keep the highlighting, so please be sure to double check that all information is filled out before you send.

Please contact us at programs@healthadvocacysummit.org with any questions, comments, concerns, or additional resources.

Dear [name of person you are contacting],

I hope this email finds you well. My name is [name] and I am an incoming freshman majoring in [major/program]. As an incoming freshman, I have a number of questions about accommodations, many of which pertain to the current global public health issues surrounding the COVID-19 pandemic. I am hoping that you will be able to answer some of my questions and help me set up a plan of action for the upcoming school year in conjunction with my medical care team. My overarching goal is to graduate in [semester & year of graduation] and my main goal for this year specifically is to be able to participate in the academic year as best I can considering the current situation. My questions are the following:

- What new and/or additional accommodations are available to me as a student with a chronic medical disability under Section 504 and The Americans With Disabilities Act for this academic year with the ongoing pandemic?
- If my care team advises me that it is unsafe for me to attend in-person classes, what additional accommodations will be available to me in order to assist me with continuing my education as scheduled?
- Will any accommodations change if I have to go into an online setting?
- If I am unable to get into a doctor's office due to COVID-19 how will I ensure that I am able to get the accommodations I need? [Check with your individual school policy, as some schools do not require this]
- Will there be housing accommodations if my medical team advises me not to have a roommate on campus, and if the school is unable to accommodate, will the school help me make alternative arrangements? [If you are not living on campus this probably is not applicable]
- Do you have any recommendations as to how I should communicate my plan of action and my accommodations to my professors?
- How can I make sure my professors uphold my accommodations?
- Is there anyone else on campus that you recommend I contact in order to help me create my action plan?
- Is it possible for me to set up something in advance so my parents and/or my care team is able to communicate with my advisors if for some reason I am unable to?

- What, if any, public health education will be implemented for students, student organizations, clubs, and other social activities on campus?
 - What steps are being taken/will be taken at [name of your school] to educate other students about public health on campus? More specifically, is there, or will there be education about vulnerable students with chronic medical disabilities?
 - Will there be an anonymous reporting system to report possible violations of public health safety protocols in order to protect vulnerable students? [We recommend checking your individual school's COVID page for information about this prior to sending]

Please let me know if you need any more information from me. If you have any recommendations for additional people I should contact in order to help me create an action plan for the upcoming year, I would greatly appreciate any information you are able to provide.

Thank you for taking the time to read my email and the numerous questions I have asked. I am looking forward to your response and learning more about the resources available to me.

Sincerely,

[Your Name]

[Your Student ID #]

[Your Phone Number]

[Your Preferred Email]

[Your Major/Program], % [Graduation Year]