



<<Your Name>> | <<Your Title>>

Educators for Quality Alternatives - The NET: <<Site Location>> Chart High School

<<Your Phone> | <<Your Email>>

<<Today's Date>>

To whom it may concern:

<<Student Name>> (Date of birth: <<student DOB>>) will be enrolling this <<academic semester / year OR Month/year>> at <<name of post-secondary school>> where they hope to study <<major or field of study>>. This letter is to help provide recommendations for accommodations and modifications based on our experience working with <<Student Name>> and their existing <<504 or IEP>> Plan - where they receive services due to their <<name exceptionalities>>. This plan will be attached for reference.

Here are the supports that we hope you will consider for <<Student Name>>:

- <<copy and paste agreed upon post-secondary accommodations from [Advocating for Accommodations @ Colleges / Universities](#) into here>>

Please reach out to us and the student to review these options, provide any additional recommendations, and help <<student name>> get signed up to receive accommodations. Additionally, please let us know if you recommend any additional resources provided by your institution (Student Support Services, Tutoring, etc) that will help them be successful!

Sincerely,

<<Your Name...and I recommend either printing this out, signing, and scanning it or adding your digital signature above... once complete, send to office of accessibility/disability services and/or admissions and CC the student so they have a copy and know what to do with it>>