

[Date]

To: [Instructor Name]

From: [Disability Services Office/Student Name]

Subject: Academic Accommodations for [Student Name] - [Student ID]

Dear [Instructor Name],

This letter serves to notify you that [Student Name] is a student with a documented hearing impairment and is registered with the [Office Name]. Under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, this student is eligible for reasonable academic accommodations.

To ensure equal access to classroom instruction and discussions for the course [Course Name/Number], the following transcription services have been approved:

- **Real-Time Transcription (CART):** A professional captioner will provide live, word-for-word text of all lecture content and classroom dialogue. This may be provided in-person or via a remote platform.
- **Transcription Transcripts:** The student is to be provided with a written transcript of all lectures and audio-visual materials used during class sessions.
- **Captioned Media:** All videos, films, or audio clips shown in class must have accurate closed captioning or a provided transcript.

Instructor Responsibilities:

- Allow the transcriptionist (if in-person) or the necessary technology (lap-top/tablet) to be positioned for optimal audio reception.
- Wear a wireless microphone if requested by the transcription service provider.
- Repeat questions or comments made by other students before answering to ensure they are captured by the transcriptionist.
- Provide the transcriptionist with access to course syllabi, vocabulary lists, or PowerPoint slides in advance to improve technical accuracy.

These accommodations are designed to provide the student with the same access to information as their peers. They do not require a fundamental alteration of the course curriculum or grading standards.

If you have questions regarding the implementation of these services, please contact [Contact Name/Department] at [Phone Number/Email].

Thank you for your cooperation and commitment to an inclusive learning environment.

Sincerely,

[Name of Coordinator]
[Title]
[Office Name]