# Communicating with Instructors Policy

Once a student has registered with ODS and an accommodation plan has been created, upon request, ODS will provide letters of accommodation for the student’s instructors. As FERPA protected documents, these letters are considered confidential and will be used only for the purpose of notifying the instructor of the academic accommodations. Students are never required to disclose the nature of their disability to the instructor, and instructors may not ask about the nature of the student’s disability.

Students may decide not to use the accommodations or to notify instructors that they have registered with ODS, but they do so with the understanding that instructors will NOT provide accommodations without receiving the ODS accommodation letter.

It is recommended that students provide the letters to their instructors as early as possible to allow the instructor adequate time to make any arrangements necessary to implement the accommodations. Once the letter has been received by the instructor, it is generally helpful for the student to communicate with the instructor to arrange the best ways to implement the identified accommodations.

New letters of accommodation will be provided each semester (fall, spring, and summer) as requested. If changes are made to the accommodation plan during the course of the semester, new letters will be provided showing those revisions.