

Counseling Center – Row Hall – 678-839-6428

Visit the Accessibility Services website at [www.westga.edu/accessibility](http://www.westga.edu/accessibility) for documentation guidelines/forms as well as other information.

## Useful Tips for Sharing Your Student Accommodation Report

- Please see “Instructions for Requesting and Using Your Student Accommodation Report” (available through your Accessibility Counselor and on the Accessibility Services website) for full instructions.
- Receiving your emailed Student Accommodation Report (SAR) from Accessibility Services is only the first step towards receiving your accommodations. **You MUST email your SAR to your instructors...**



**AND** follow up with a discussion about your accommodations. Your email should be clear concerning your desire and plan to have this conversation.



- If you are having difficulty writing your email to send to your instructors, please see the following examples:

*Dear Dr. Professor,*

*Please find attached my Student Accommodation Report for (semester, year). I will come by your office hours on (day) at (time) during your office hours to discuss my accommodations. Thank you in advance for working with me to receive my accommodations.*

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*Dear Dr. Professor,*

*I have attached my SAR (Student Accommodation Report) for this semester. I would like to speak with you in the next few days to discuss my accommodations. Please reply letting me know if I should make an appointment or the best time for me to come by your office. Thank you for your time.*

- You must email your SAR to Academic Testing Services ([testwest@westga.edu](mailto:testwest@westga.edu)), director of Academic Testing Services, if you intend to use your testing accommodations.
- If you wish to discuss accommodations, such as extra sessions or longer sessions, for the Writing Center or tutoring services provided by the Center for Academic Success, you will also want to share your SAR with the appropriate staff members in those departments. See the instructions for using these services on the Accessibility Services website for more information.
- You may also find it helpful to share your SAR with your academic advisor so that he/she can better understand your needs.
- Your SAR is a valuable tool to use whenever you need to discuss your academic needs on campus. Learn to use it appropriately to promote your own success. You are always encouraged to meet with your Accessibility Counselor if you need support or assistance in how to use your SAR.