

## Checklist: Respond to an Accommodation Request

1. Identify your contact person within the student accessibility office for consultation, as needed.
2. Understand how you may need to adapt your lesson plan in order to accommodate the request.
3. Identify the essential academic requirements of the course.
4. Develop ways to meet the accommodation request in collaboration with the student accessibility office and the student, as necessary. With each solution, consider:
  - a. Does it maintain the dignity of the individual? Does it indirectly single out or exclude the individual from participating in the class?
  - b. Does it continue to include the student in the larger class, and allow them to contribute and participate equitably?
5. If the ultimate solution will take time to provide, do you have an interim solution to manage the accommodation need?
6. Do you have questions or concerns about implementing the accommodation, as stated on the plan? If yes, contact the student accessibility office, or discuss with your Chair or Dean (while maintaining confidentiality).
7. Have you documented your responses to the accommodation request?
8. Are you familiar with the accommodation process and policies at your institution?