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INDIANA UNIVERSITY BLOOMINGTON



DIVISION OF STUDENT AFFAIRS

## DISABILITY SERVICES FOR STUDENTS

August 22, 2019

Dear Instructors,

Disability Services for Students (DSS) is pleased to announce improvements to our accommodation delivery process. Beginning Fall 2019, students will request and pick up their Academic Modification Memorandum (Memo) through our online Student Portal. This will streamline services for our students, and we want to make you aware of a few changes before the semester begins.

### What is new?

- The memos will look different. We have simplified the design and standardized content as much as possible. In addition, students will print their own memos. Memos will no longer be printed on watermarked DSS letterhead.
- Students will not be able to access their memos through the Student Portal until after the first day of undergraduate classes – **Monday, August 26, 2019**. This is due to the way our software integrates with SIS. By waiting until the first day of classes, we can ensure the most accurate student information.

### How you can help.

- Remind your students of our new process when you are going over your syllabus. First-year and returning students will receive an email describing the new process and providing step-by-step instructions for how to obtain their memos, but a verbal reminder from you will help us reach all of our students and reduce potential delays in memo delivery.
- Invite your students to schedule a time to meet with you to discuss their accommodations. Indiana University still requires student to initiate their accommodations by meeting privately with their instructors and providing you

with a printed copy of the memo. An invitation to do so will help your students overcome any feelings of hesitation.

We greatly appreciate your assistance with getting the word out to students and look forward to working with you in the upcoming term.

Please feel free to contact us if you or any DSS students have questions.

Sincerely,

Disability Services for Students

Wells Library W302

1320 E. Tenth Street

Bloomington, IN 47405

Office hours: Monday through Friday, 8 a.m. to 5 p.m.

[studentaffairs.indiana.edu/student-support/disability-services](http://studentaffairs.indiana.edu/student-support/disability-services)

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CELEBRATING *200* YEARS

Disability Services for Students is part of IU's Division of Student Affairs.  
Connect with us.

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Bloomington, IN 47405

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