

## SACR Scripted Notecards

**Example:**

**#1**

1. Hi, Dr. Plum, I'm Anne Teak from your Monday/Wednesday History 1100 class.
2. I wanted to talk to you about my accommodations from the Office of Disability Services (ODS).
3. I have difficulty paying focusing during quizzes and tests and it impacts my grades.

**Example:**

**#2**

4. Last year, in high school, I took my tests in a separate setting.
5. It really helped me concentrate on the quiz or test material.
6. I think having a separate setting for quizzes and tests in your class would be extremely helpful as well.
7. Before the semester, I registered with the Office of Disability Services (ODS) in order to get accommodations in my classes.
8. I will let ODS know I have asked you for a separate setting for quizzes and tests.
9. Does that sound like a good plan?

**Example:**

**#3**

10. I understand you have some concerns about this accommodation, may I ask what bothers you?
11. So, giving me a separate setting for my quizzes and tests would be an unfair advantage over other students and it is extra work for you?
12. From what we've discussed, I can tell that we both want me to do well in your class, but we are coming at it from different perspectives.
13. Maybe we can come up with some possible solutions that work for both of us.
14. A separate setting is something I have used in the past that has been very helpful. I understand you are not comfortable with me taking my tests in a separate setting. What if I were to take quizzes and tests in your office during office hours? That way you would be able to supervise me and you wouldn't have to deal with getting the test materials to ODS?
15. So, I can either take my quizzes and tests at ODS or in your office during your office hours.

**Example:**

**#4**

16. Of the two choices we discussed, which is your preference?
17. Great, I will take my quizzes and tests in your office during your office hours.
18. I will let ODS know that we have made these arrangements and that you agree to administer the tests and quizzes during your office hours.
19. Thank you so much for working with me; I appreciate your time and help with this. I am really looking forward to your class! Thanks again!