

## SACR Scripted Notecards

**Example:**

**#1**

1. Hi, \_\_\_\_\_, I'm \_\_\_\_\_ from your  
(instructor's name) (student's name)  
\_\_\_\_\_  
(day/s and name of class)
2. I wanted to talk to you about my accommodations from the Office of Disability Services (ODS).
3. I \_\_\_\_\_  
\_\_\_\_\_  
(Explain the classroom challenge and how it impacts learning.)

**Example:**

**#2**

4. Last year, \_\_\_\_\_.  
(Explain previously used accommodations.)
5. \_\_\_\_\_.  
(Explain how the accommodation/s helped.)
6. I think \_\_\_\_\_ in your class would be  
(State the requested accommodation.)  
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 \_\_\_\_\_  
\_\_\_\_\_  
(State the requested accommodation.)
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, \_\_\_\_\_  
\_\_\_\_\_?

(Re-state the requested accommodation and reflect the instructor's concerns.)

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. \_\_\_\_\_ is something I have used in the past that has been very

(State the requested accommodation.)

helpful. I understand you are not comfortable \_\_\_\_\_  
\_\_\_\_\_. What if I were to \_\_\_\_\_

(State the requested accommodation.)

\_\_\_\_\_  
\_\_\_\_\_?

(Include the compromise/s.)

15. So, I can either \_\_\_\_\_  
\_\_\_\_\_.

(Re-state the compromise/s.)

**Example:**

**#4**

16. Of the two choices we discussed, which is your preference?

17. Great, I will \_\_\_\_\_.

(State the agreed upon accommodation.)

18. I will let ODS know that we have made these arrangements and that you agree \_\_\_\_\_.

(State the agreed upon accommodation.)

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!