

Hello Student,

Thank you for meeting to discuss [course title] and use of your academic accommodations.

We reviewed the following accommodations and details in relation to the course [include accommodation name and a brief description of action, reference accommodation plan student and faculty responsibilities when discussing action]:

1. Course materials: PowerPoint slides will be emailed in advance of lecture; lecture attendance is expected.
- 2.
- 3.
4. etc.

Please contact me via email regarding accommodation requests and if you have any questions or concerns.

Thank you,
Instructor Name