

# Accommodation Request Form

Dear \_\_\_\_\_  
Teacher

Date: \_\_\_\_\_

Although I am trying to follow the study strategies to do well in your class, I still seem to be having some difficulty. On this sheet, I have checked the areas in which I have trouble and the classroom accommodations that might help me improve. Please check any problem areas that you have observed and any classroom accommodations you think might help me. Then, I would like to meet with you to discuss solutions that we both agree would help me improve. Thank you for your cooperation and help.

\_\_\_\_\_  
Your Name

**TCHR STDT TROUBLE WITH ORGANIZATION**

- encourage student to use a calendar or planner
- write assignments on chalkboard
- allow ample time to copy assignments
- give reminders when assignments are due
- encourage student to purchase second set of books
- color code book covers and notebooks
- encourage use of pocket folders for filing papers
- break down large assignments into smaller parts

**TCHR STDT TROUBLE COMPLETING ASSIGNMENTS**

- use a written contract or work agreement
- use a weekly assignment/grade progress report
- be flexible on late work turned in
- mail home assignments for a week or two
- provide copy of class syllabus
- give immediate feedback on work turned in and test grades
- meet with student for feedback and direction
- check to see if student understands work assigned
- reduce homework assignment as long as student shows mastery

**TCHR STDT TROUBLE WITH TEST TAKING**

- allow extra time
- test in a distraction-free area
- allow breaks on long tests

**TCHR STDT TROUBLE TAKING NOTES**

- teacher provides outlines for student to fill in
- teacher provides copy of own notes
- share other student's notes
- use tape recorder for missing information

**TCHR STDT TROUBLE PAYING ATTENTION**

- involve student in class discussions
- seat student away from distractions
- cue student when directions are given
- simplify and repeat complex directions

**TCHR STDT TROUBLE WITH BEHAVIOR**

- determine reasons for behavior difficulties by meeting with student, parent, etc.
- post clear rules in classroom
- seat away from friends
- write a behavior contract
- develop a plan with student to help improve

**TCHR STDT TROUBLE WITH HANDWRITING AND/OR SPELLING**

- allow printing instead of cursive
- encourage use of typewriter or word processor
- allow copying of other student's notes
- reduce length of long written assignments
- reduce emphasis on neat handwriting/spelling
- encourage use of spell check systems

**OTHER AREAS OF TROUBLE**