

EMAILING PROFS

HOW TO EMAIL YOUR LETTER OF ACCOMMODATION AND ASK FOR EXTENSIONS

Emailing your LOA:

Use the following email template for sending your LOA to your instructor.

From: YOUR NAME

Sent: DATE (e.g., September 18, 2018 10:55 AM)

To: PROFESSOR NAME <professor.name@utoronto.ca>

Subject: COURSECODE: Letter of Accommodation

Dear PROFESSOR NAME,

I am enrolled in your course COURSECODE + SECTION [e.g., BIO120H section L0101]. I am registered with Accessibility Services and have attached my Letter of Accommodation.

Sincerely,

YOUR NAME

Student number: _____

Asking for extensions:

Accessibility Services recommends asking your professor or course instructor for an extension and providing the Letter of Accommodation a week before the original due date.

Use the following email template for requesting disability-related extensions.

From: YOUR NAME

Sent: DATE (e.g., September 18, 2018 10:55 AM)

To: PROFESSOR NAME <professor.name@utoronto.ca>

Subject: COURSECODE: Requesting an Extension

Dear PROFESSOR NAME,

I am enrolled in your course COURSECODE + SECTION [e.g., BIO120H section L0101]. Earlier this term I sent you my Letter of Accommodation, as I am registered with Accessibility Services. Due to disability-related reasons, I am unable to submit the term paper by DATE. I'm writing to you to ask for an extension of one week on this assignment (I will submit by DATE), as is outlined in my Letter of Accommodation from Accessibility Services attached.

If you have questions about my accommodations, my Accessibility Advisor, ADVISOR NAME, can be reached at ADVISOR.EMAIL@utoronto.ca.

Thank you in advance for your understanding.

Sincerely,

YOUR NAME

Student number: _____

***Note:** *If you need a disability-related extension beyond 1 week after the assignment due date, you must complete the online Extension Request Form before the originally negotiated extension. You must then meet with your Accessibility Advisor to discuss next steps.*