

Requesting Faculty Notification Letters

- 1. Students must request Faculty Notification Letters be sent to faculty each semester.**
- 2. Students are then required to follow-up directly with faculty after the initial DSS email. Students will receive a duplicate of the email that goes to faculty, so they will know when those have been delivered.**

For ongoing accommodations, meetings are not normally required but students may request a meeting at any time if they wish to change or add accommodations. Students may also call or meet with staff should they experience any difficulties during the semester.

Occasionally DSS will contact faculty in advance about specific needs, but for the majority of accommodations, faculty will only know about a student's needs if the student logs in and requests that these letters be sent, so DSS strongly encourages students to complete this process before the semester begins or in the first week.

Students can use DSS Student Portal Instructions to log in, select courses and customize accommodations.

Those instructions are attached to this document and can be found on the DSS webpage.

After receiving the duplicate of the faculty email notification, students should contact their faculty via email or in-person to discuss the accommodations and how they will be implemented in each course. This could include going during office hours, or sending a short email, such as:

"I believe you have received the DSS email about my accommodations. DSS staff asked me to follow-up with you to see if you had questions about the accommodations I may need for your class and to discuss how best to implement those."

- This communication can be handled by email, phone, zoom, or in person.
- Use this meeting/discussion to ask questions of the faculty about items that might be impacted by your accommodations, as appropriate:
 - resources they may post on Canvas (outlines, readings, PowerPoints, etc)
 - the type (essay, multiple choice, online, etc.) or usual length of their tests and exams,
 - attendance or make-up policies (very important if reasonable modification of attendance is approved),
 - the option to take tests in DSS.

- The discussion allows both the student and the faculty member to gain more information that may help determine if all eligible accommodations are needed for that specific class.

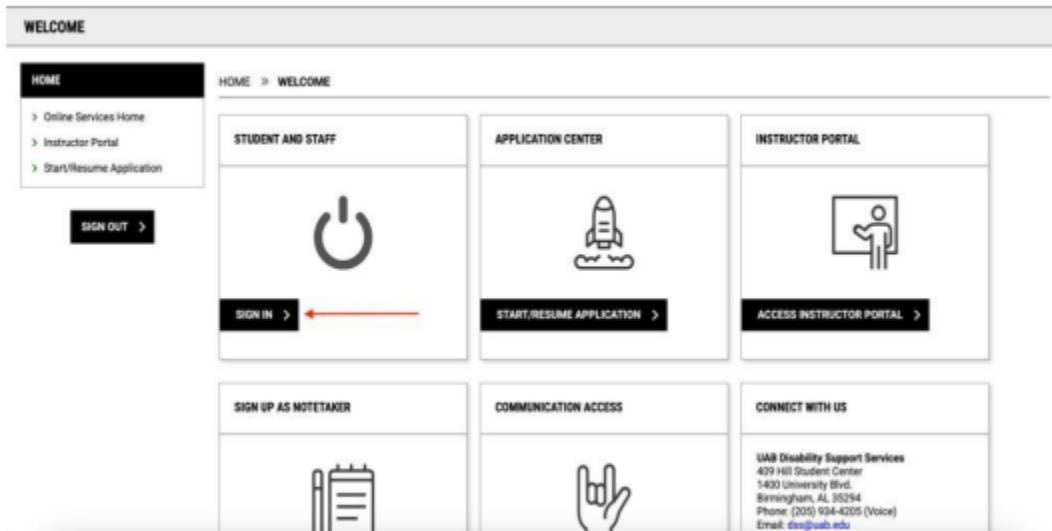
For instance, if a student has notetaking support approved, they may not need it in a class if the professor indicates they will be posting detailed lectures notes of their own, but that student might need it for a live (synchronous) in-person or Zoom class without any faculty-posted notes or PowerPoints. A student with approval for modification of attendance may not need the accommodation if the class is meeting online asynchronously (meaning students log in at any time day or night to read and complete assignments). A student with test accommodations may not have any needs if the class has only papers or projects and no timed, in-class tests.

Students and Faculty are encouraged to cc dss@montevallo.edu on any email with their faculty discussing specific accommodation needs, especially if the student or the faculty member has questions about the need or implementation for a specific accommodation or service.

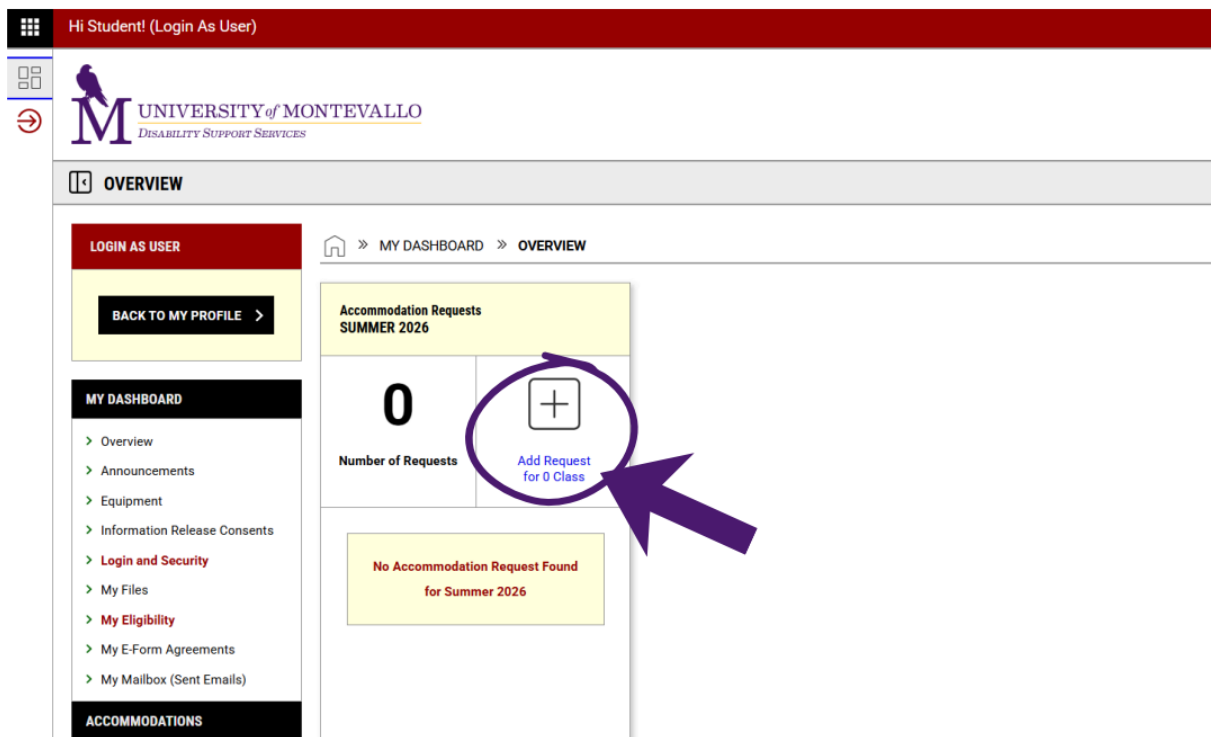
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Requesting Accommodations and Sending Faculty Notification Letters

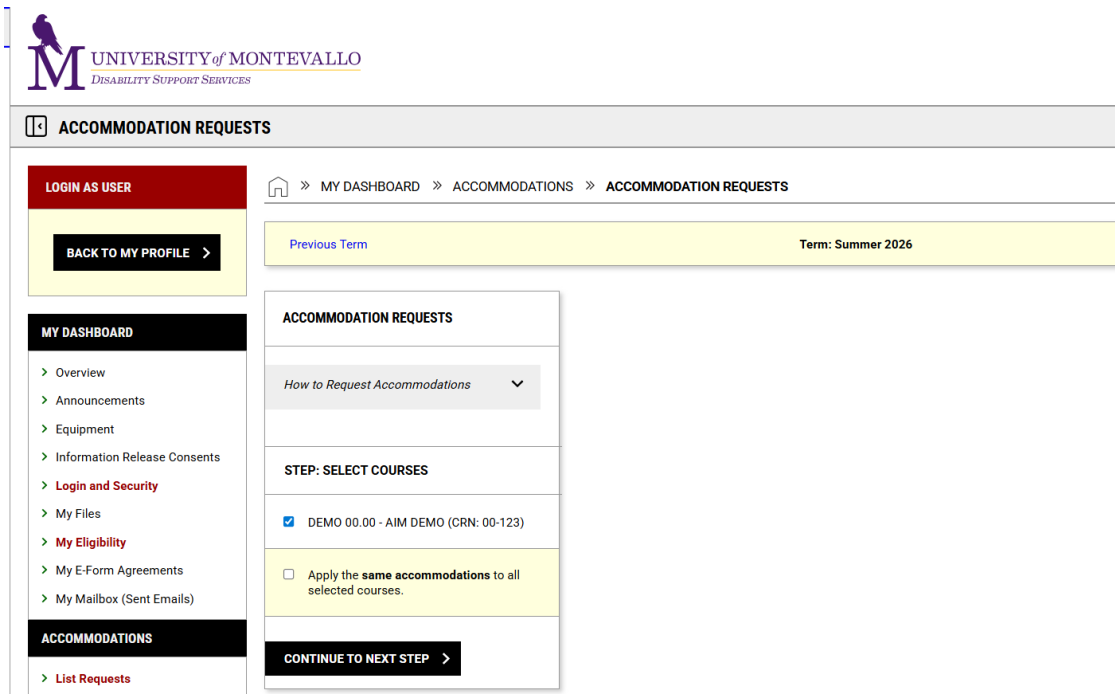
1. Login to the [DSS Online portal](#) with your Montevallo username and password.



2. Under the Accommodations section. Go to 'Add Requests'. You will see a list of your courses to select or update the request.



3. You will see a list of your courses to select to submit your accommodations request. Select your courses and select the 'Continue to Next Step' button.



UNIVERSITY of MONTEVALLO
DISABILITY SUPPORT SERVICES

ACCOMMODATION REQUESTS

LOGIN AS USER

BACK TO MY PROFILE >

MY DASHBOARD

- > Overview
- > Announcements
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- > Login and Security
- > My Files
- > My Eligibility
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

ACCOMMODATIONS

- > List Requests

Previous Term Term: Summer 2026

ACCOMMODATION REQUESTS

How to Request Accommodations

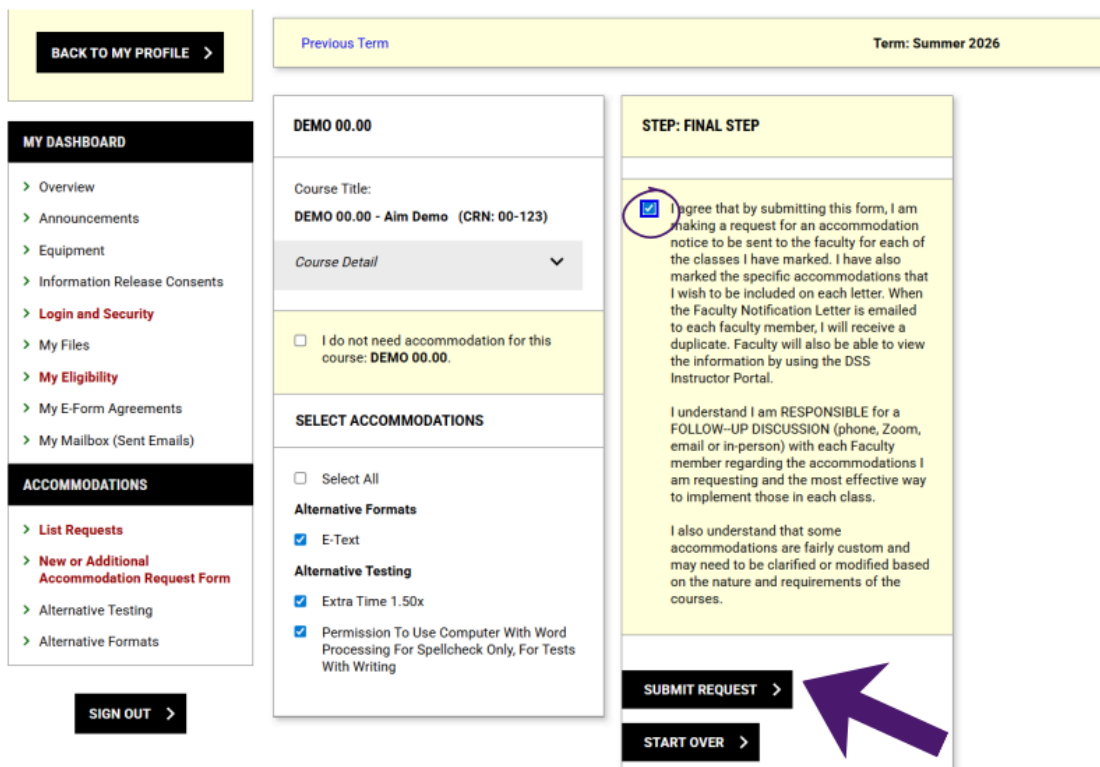
STEP: SELECT COURSES

☒ DEMO 00.00 - AIM DEMO (CRN: 00-123)

☐ Apply the same accommodations to all selected courses.

CONTINUE TO NEXT STEP >

4. You will then be directed to choose the accommodations you want to use in each course. When you are finished choosing your accommodations, read the final step and check the box. Then, select the 'Submit Request' button.



BACK TO MY PROFILE >

Previous Term Term: Summer 2026

DEMO 00.00

Course Title:
DEMO 00.00 - Aim Demo (CRN: 00-123)

Course Detail

☐ I do not need accommodation for this course: DEMO 00.00.

SELECT ACCOMMODATIONS

☐ Select All

Alternative Formats

☒ E-Text

Alternative Testing

☒ Extra Time 1.50x

☒ Permission To Use Computer With Word Processing For Spellcheck Only, For Tests With Writing

STEP: FINAL STEP

☒ I agree that by submitting this form, I am making a request for an accommodation notice to be sent to the faculty for each of the classes I have marked. I have also marked the specific accommodations that I wish to be included on each letter. When the Faculty Notification Letter is emailed to each faculty member, I will receive a duplicate. Faculty will also be able to view the information by using the DSS Instructor Portal.

I understand I am RESPONSIBLE for a FOLLOW-UP DISCUSSION (phone, Zoom, email or in-person) with each Faculty member regarding the accommodations I am requesting and the most effective way to implement those in each class.

I also understand that some accommodations are fairly custom and may need to be clarified or modified based on the nature and requirements of the courses.

SUBMIT REQUEST >

START OVER >

5. Once you have made your request, DSS emails the Faculty Notification Letter to your instructor. A copy of the letter will be located in your 'Mailbox' on the database within the 'Course Overview'

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ACCOMMODATIONS

> **List Requests**

> **New or Additional Accommodation Request Form**

> Alternative Testing

> Alternative Formats

[SIGN OUT >](#)

✓

SUCCESS! YOUR ACTION HAS BEEN COMPLETED

The system has successfully saved your action.

Previous Term

Term: Summer 2026

ACCOMMODATION REQUESTS

How to Request Accommodations

The following class which accommodations were requested by the student:

- DEMO 00.00 - AIM DEMO (CRN: 00-123)

DEMO 00.00

Status:
Processing - Notification Scheduled

Course Title:
AIM DEMO (00-123)

Available Action:
[Modify Request](#)

Request Summary

Course Detail

Accommodation Requested:

- E-Text
- Extra Time 1.50x
- Permission to use computer with word processing for spellcheck

6. To modify accommodation requests, select 'Modify Request'.

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