## A REMINDER TO ALL ARC STUDENTS:

At the Beginning of Every Semester (Summer included):

1. CREATE AND/OR DROP OFF YOUR SCHEDULE OF CLASSES TO THE ARC



FRONT DESK AT THE BEGINNING OF EVERY TERM, THEN



- 2. RETURN TO ARC TO PICK UP YOUR PACKET OF LETTERS FOR EACH OF YOUR INSTRUCTORS.
- 3. Have each Instructor Sign the Faculty Receipt Form, and bring that Form back to ARC. *This happens every term.*

## **FACULTY / STAFF RECEIPT FORM**

## FOR LETTER OF ACCOMMODATION

Date: October 24, 2017		SEMESTER:
<b>TO:</b> UNM-G Faculty/Staff Member		
STUDENT NAME:	BANNER ID.:	<del>-</del>

Students who are registered with the Branch Accessibility Resource Services (ARC) and requesting accommodations are obligated to inform each of their instructors from whom they require reasonable accommodations for their courses. Letters of Accommodation are prepared after the student makes their request each semester and provides appropriate documentation for services.

**NOTE:** This information will be documented with ARC.

Your cooperation is greatly appreciated.

Please <u>SIGN YOUR NAME & DATE</u> below to inform our office that you have <u>RECEIVED YOUR COPY VIA E-MAIL & REVIEWED</u> the student' copy of the <u>LETTER OF ACCOMMODATION</u> from student listed above.

COURSE NAME / SECTION #  • INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE (REQUIRED):	DATE REVIEWED, RECEIVED & SIGNED:	COMMENTS (IF ANY)
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