**\*Self Advocacy: Letter Guide**

Date:

To Whom It May Concern (or Teacher/Professor Name);

*Paragraph I:*

Introduce yourself  
What is your history with school?  
Can you give any information about your disability or learning needs?  
What is your academic goal for the year

*Paragraph II:*

List your specific accommodations and why you need them.

*Paragraph III:*

Thank the teacher/professor for reading your letter and assisting you with your accommodations and learning needs.

Sincerely,

Student Name

\*Prior to delivery, it’s best to review your letter with your IEP Case Manager or your College Disability Service Coordinator.