

To: Instructors Providing Accommodations for Students who Require the Use of Accessible Furniture (chair/and or table).

You have received an official letter of accommodation from Student Disability Services that outlines the need for this student to use **Accessible Furniture** in order to fully participate in the classroom environment. The specified furniture has been placed or should be placed shortly in your classroom by Facilities staff. The furniture should be tagged with a disability services placard.

Student Disability Services is asking instructors not to move accessible furniture and has instructed students to talk with their instructors should the accessible furniture be moved around in the classroom or should another student (not the individual who gave you an accommodation letter) be sitting/using this furniture. In addition, Student Disability Services instructs students to get in touch with our office if the furniture disappears from the classroom so that we can remedy the situation. As always we appreciate your support and all your effort in this mutual ADA compliance endeavor.

For additional information, SDS encourages you to review the Faculty Guide section of the SDS website at <http://www.utsa.edu/disability/resources/facultyguide.html>. This website contains useful information about working with students with disabilities as well as other resources.

Thank you for your time and attention to this matter and feel free to call our office at 210-458-4157 should you have further questions.