

To: Instructors Providing Accommodations for Students who Require the Use of an Assistive Listening Device.

This semester, you have received an official letter of accommodation from Student Disability Services (SDS) that outlines the need for this student to use an **Assistive Listening Device** in order to facilitate communication and participation in the classroom.

This system amplifies the sound of the speaker's voice and reduces unwanted background noises, allowing users to hear the speaker clearly. The student will provide you with a transmitter and microphone at the beginning of each class and the student has a receiver that works in tandem with the student's hearing aids, ear piece or headset. The FM Loop system alone cannot record your lecture (Note: if the student has been approved for audio taping this will be stated in the accommodation letter that the student should submit to you from SDS).

The student may check out the **Assistive Listening Device** from SDS every semester and is responsible for this equipment. SDS has given the student directions on how to properly use and maintain this equipment. The student may also have their own personal **Assistive Listening Device** and they are responsible for understanding how to properly use and maintain their equipment.

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.