



Interactive Process: Accommodations Meeting Template

Student Name: _____

Date: _____

Staff Name: _____

Semester: _____

1. Build Shared Understanding

☐ **Explain the purpose of the meeting & role of disability services**

“Let’s talk about how accommodations can support your access here. I’ll share how this process works, and we’ll explore what makes sense for you.”

☐ **Confirm student understanding**

What is the student hoping for? What’s worked/not worked before?

Notes:

☐ **Discuss common barriers**

“Some students face challenges related to [e.g., background noise, communication delays, instructor attitudes]. Have you experienced anything like that?”

Student input:

☐ **Discuss allies on campus, their role and how they can assist**

“[Name of person], in the [name of office] can assist you with [support]; the best way to contact them is [explain]”

Names/resources:

2. Exploring and Choosing Accommodations

☐ **Explore a range of options**

“Let’s talk about what accommodations are available – in class, online, during activities, or even in labs or internships.”

Notes:

☐ **Offer demos or trial options**

"Would it help to try something out first (e.g., speech-to-text services, interpreting, note-taking services, AI apps, assistive listening devices)?"

Student interest:

☐ **Discuss service preferences**

"Do you have a preference for interpreters, captioners, or other providers?"

Student preference:

☐ **Brainstorm navigation strategies**

"If challenges happen, how will you approach that?"

Walk through specific circumstances: 1:1, sm./lg group discussions, auditorium/lecture halls, voice tones/accents - what was hard and what could be improved/helpful?

Ideas:

☐ **Plan for backup situations**

"If a provider isn't available or tech fails, what's the plan?"

Agreed plan:

☐ **Explain grievance & complaint options**

"If something isn't working, here's how to raise it..." (review policies and where to find policies)

Student aware? Y/N: Find policies here (add link)

Notes:

☐ **Share campus resources**

"Here are some people and places that can help with access..."

Resources shared:

☐ **Clarify expectations & responsibilities**

"Let's discuss what's expected from you, your instructors, the support providers, and disability services while you're a student here."

Notes:

☐ **Additional questions or concerns:**

"Is there anything I can go over again or explain more clearly? Or is there something I didn't cover that you're wondering about?"

3. Monitoring accommodations

- ☐ **Student receives copy of the accommodations plan**

“Here’s a copy of your accommodation plan.”

Student Confirmation (write name and ID):

- ☐ **Set check-in expectations**

“I’ll check in with you at _____ (mid-semester, after trial, etc.).”

Next appointment:

- ☐ **Explain feedback process**

“We want to know how things are going to improve your experience. Is that okay?” *Student response:*

- ☐ **Document notes on student’s experience**

Quick notes:

4. Follow-Up & Future Planning

- ☐ **What’s working? What’s not?**

Notes:

- ☐ **Student suggestions for improvement**

Feedback:

- ☐ **Any needed changes to plan?**

Adjustments made:

- ☐ **Summary of outcomes**

Notes: