

Disability Notification Letter

Disability Resources and Services
Office of Diversity and Inclusion

What is a Disability Notification letter?

A Disability Notification letter is a document provided by Disability Resources and Services (DRS) which outlines the reasonable accommodations that are to be provided to the student. The letter describes the approved accommodations as recommended by DRS based on an individualized analysis of the student's disability.

A Disability Notification letter is provided to instructors when students have met all of the following criteria:

- Submitted application and appropriate documentation to verify their disability.
- Met with a Disability Specialist from DRS.
- Have been regarded as an individual with a disability under the Americans with Disabilities Act, Amendments Act (ADAAA) of 2008.
- Are eligible to receive reasonable accommodations at the University of Pittsburgh.

A Disability Notification letter is sent electronically to each instructor as requested by the student. The student is responsible for communicating directly with each instructor regarding the accommodations and how the accommodations apply to the course.

Students must request their Disability Notification letter each term they require accommodations. It is the student's responsibility to contact DRS to discuss any changes to accommodations. Students should request their Disability Notification letter as early in the semester as possible. There may be individual circumstances, however, where students receive their letters later in the semester. For example, a student was recently diagnosed with a disability or a student was approved for accommodations later in the semester.

Accommodations are not retroactive. Accommodations begin on the date of the Disability Notification letter. Students with questions regarding this process should contact their Disability Specialist.

140 William Pitt Union
3959 Fifth Avenue
Pittsburgh, PA 15260
Phone: 412-648-7890
Fax: 412-624-3346
drsrecep@pitt.edu
www.drs.pitt.edu

How do I request my Disability Notification letter?

1. Go to [DRS Homepage](http://www.drs.pitt.edu) (www.drs.pitt.edu).
2. Scroll down and click on *Student Login*.
3. Login using your MyPitt credentials.
4. Your Overview page will show messages and upcoming appointments from the DRS office. Please review “Your To Do List” for tasks you may need to complete.
5. To request accommodations for your classes, on the left side of the page, under *My Accommodations* click *List Accommodations*.
6. Within the *Select Accommodations for Your Class* box, in the *Step 1: Select Class(es)* box, check the class sections for which you would like to notify your instructors of your accommodations.
7. Within the *Select Accommodations for Your Class* box, click on *Step 2 – Continue to Customize Your Accommodations*.
8. During the *Final Step* check the specific accommodation(s) you are requesting for each class.
 - **Note:** The accommodation “Alternative Testing” includes all exam accommodations.
 - If you do not see your approved accommodations listed, contact your Disability Specialist.
9. Click *Submit Your Accommodation Requests*.

Note: To check your current approved accommodations, click on *My Eligibility* under *My Accommodations* in your student portal.