

## How to Request a Disability-Related Extension

Dear Professor [INSERT NAME]

I am a student in your [INSERT COURSE CODE OR NAME], and I am registered with Accessible Learning Services. You have received a copy of my current Accommodation Letter.

Occasional extensions for disability-related reasons is listed as one of my approved academic accommodations.

I am requesting an extension on [INSERT NAME OF ASSIGNMENT], due on [INSERT ASSIGNMENT DUE DATE].

I propose to submit the assignment by [INSERT DATE THAT YOU WILL BE ABLE TO SUBMIT THE ASSIGNMENT].

I have reviewed the details for this assignment and will submit it as instructed through [indicate the assignment submission method your instructor has specified, e.g., Blackboard, CourseLink].

[OPTIONAL] I have copied my Accessibility Consultant if you have any questions or concerns.

Please acknowledge receipt of this request. I look forward to your reply.

Thank you in advance for your consideration.

Student Name

Student Number

Student Email