

Instructor Meeting Form

Step 1: Make an appointment with your instructor.

Instructor's Name _____

Telephone # _____ E-mail _____

Course Title _____

Appointment Date _____ Time _____ Location _____

Step 2: Prepare for the meeting.

Is there any information that you would like to share about yourself or your disability and how it relates to your academic performance? If so, use the space below to note this.

List below any questions that you want to ask your instructor about this course.

- 1.

 - 2.

 - 3.

 - 4.
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Step 3: Evaluate the meeting.

How do you think the meeting went?

Is there anything else you could have done to make it better?

Do you need to follow up with this instructor?

Yes No

Are there any special plans that you made regarding your accommodations and how to make them work?
If so, use the space below to create a written record of those plans.