

---

## 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.
-

**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.