Info for Instructors
Viewing Accommodation Letters Online

1. Login to ClockWork with your CCID and password:

   ![Login to ClockWork](Image)

2. Click the courses link in the menu.

   ![Courses link](Image)
3. Select appropriate term, and click the Accommodations Letters link:

![Image of Accommodations Letters link]

4. Click View Letter:

![Image of View Letter link]
4. Review accommodation letter and confirm receipt of the letter.

Sample Letter:

**LETTER OF ACCOMMODATION**

Date: August 9, 2018

Dear Oksana Cheypesh

Re: MATH 99 Z1

This is to confirm that Student, Student Number 3T is registered with Accessibility Resources (AR) and has provided confidential documentation that warrants accessibility-related accommodations under the University’s Duty to Accommodate.

Guided by the mandate of U of A’s Policy for Students with Disabilities of “attracting and retaining qualified students with disabilities” and as required by the Discrimination, Harassment, and Duty to Accommodate Policy, which indicates that “responsibility for achieving a work, study, and living environment free of harassment and discrimination falls on every member of the University community” AR works with U of A colleagues and students to establish and facilitate reasonable accommodations that mitigate disabling barriers in the environment. AR, students, and instructors all have roles and responsibilities regarding accommodations.
The student will be able to see when you have received their letter of accommodation.