

# ALS: Distribute Your Academic Accommodation Letter - A Step Toward Your Success

Version 6

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## ACCESSIBLE LEARNING SERVICES

### Distribute Your Academic Accommodation Letter

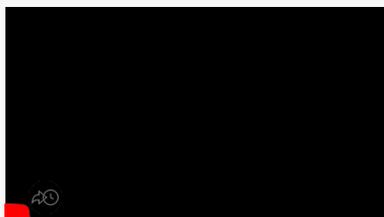
At Seneca Polytechnic, Accessible Learning Services (ALS) is here to support your academic journey and ensure that you have the accommodations you need to work towards success. As a student registered with ALS, it is important to distribute your academic Accommodation Letter each semester to your faculty. This ensures that you can access the necessary accommodations for your courses, assessments, and placements.

To make the process easier, we've created a series of helpful videos that will guide you through the steps of distributing your accommodation letter. These videos are designed to provide you with clear, step-by-step instructions, so you can focus on what matters most: your academic success!

We are here to support you every step of the way. If you have any questions or need further assistance, don't hesitate to reach out. Together, we'll work to ensure you have the resources you need to thrive.

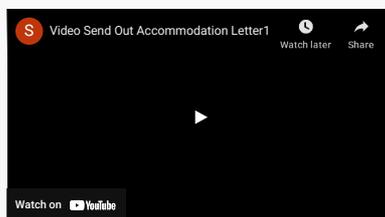
**ALS: Student Portal:** Use the icon "[ALS: Send Accommodation Letter to Faculty](#)"

#### Step by step instructions:

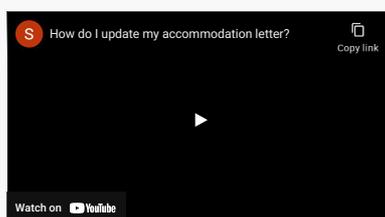


#### Navigating the Website and Student Portal

*Accommodations are correct and I want to send my letter:*



*Accommodations need updates, what do I do:*



## FAQ's for Distributing your Accommodation Letter

### My instructor did not receive my accommodation letter, what do I do?

- Check you emails for the confirmation of distribution sent from [senecacnas@go.senecacollege.ca](mailto:senecacnas@go.senecacollege.ca)
- Email your Accessibility Counsellor or [senecacnas@senecapolytechnic.ca](mailto:senecacnas@senecapolytechnic.ca) and ask for your letters to be reset, once this is complete you will resend them using the same process as above.

### My course has ended in the ALS: Student Portal but I am still in the course, what do I do?

- Often students will see the same course listed 1-14 times in their student portal. You will need to distribute your letter for each time the course as listed.
  - This is a blackboard function that ALS cannot work around based on the how the course is offered.

### I cannot send my accommodation letter, what do I do?

- You can contact ALS requesting your portal be reset through [senecacnas@senecapolytechnic.ca](mailto:senecacnas@senecapolytechnic.ca) or;
- Contact your Accessibility Counsellor or;
- contact the Service Advisor team at [serviceadvisor.cnas@senecapolytechnic.ca](mailto:serviceadvisor.cnas@senecapolytechnic.ca) to request your portal be reset.
- You can then distribute your letter following the steps listed above.

### How do I know if the faculty has received my accommodation letter?

- You will receive an automated confirmation email from [senecacnas@go.senecacollege.ca](mailto:senecacnas@go.senecacollege.ca) when you distribute your letter
- You can connect with your faculty to confirm they received it

### I want a copy of my accommodation letter; how do I get it?

- In the ALS: Student Portal, select the following:
  - ALS: Send Accommodation Letter to Faculty
  - Accommodations Tab
  - Get Letter (this will generate a PDF of your letter for your records)

### Can I email my faculty a copy of my accommodation letter?

- No.
- Accommodation Letters must be distributed through the ALS: Student Portal using the steps listed above.