

SAIL Teacher Notifications

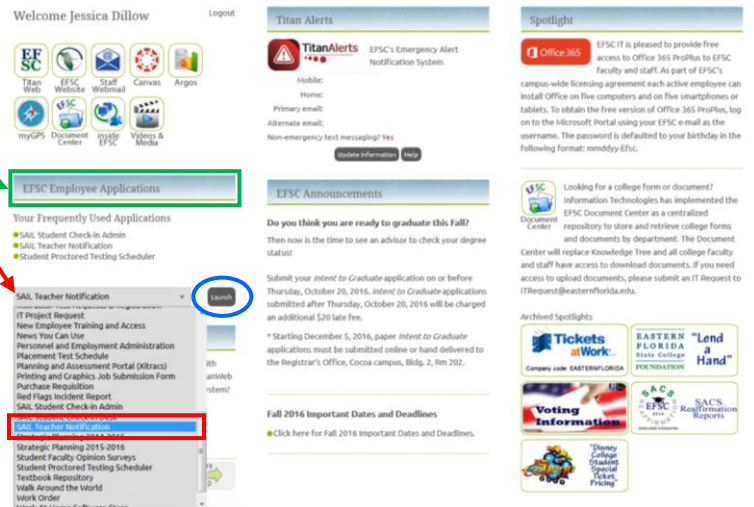
Each semester, students who wish to utilize their accommodations in your course will request that the SAIL department send you a Teacher Notification. This notification is sent digitally through SAIL. The student is also instructed to have a conversation with you to formally request their accommodations and to collaborate with you regarding the details of how each accommodation will be provided. For example, if a student has the accommodation of reduced distraction testing location, you and the student will collectively determine if this location will be in an empty classroom, an office, or the Testing Center.

The instructor is responsible for ensuring the accommodations on the Teacher Notification are implemented. Do not hesitate to contact a SAIL representative if you have any questions regarding the accommodations.

Once a Teacher Notification is sent, you will receive an email to let you know that you need to confirm receipt of the notification. Teacher Notifications should be confirmed within 2 business days via the system accessible through myEFSC. This process should only take you a few moments and is necessary for you to remain in compliance with college policy.

Please see the steps below to guide you through confirming a Teacher Notification:

1. Log on to your myEFSC
2. In the gray drop down box under **EFSC Employee Applications**, select **SAIL Teacher Notifications** and click **Launch**
3. Each notification that you have been sent will appear in this system.
4. Feel free to type any questions, comments, or concerns in the **comment box** below the notification.
5. To confirm a notification, click **Send Confirm** below the comment box for each notification.
6. Once you click confirm, your acknowledgement and anything in the comment box is automatically sent to a SAIL Access Specialist.



Below are notifications have been sent to you.
If you have not confirmed, please fill in your comments (if any) and click "Send Confirm" button.

Student	Course	Sent Date	Confirmed Date
	CLP 1001 - 02Z (Term: 201640)	08/30/2016	

Accommodation:

- Extra time on in-class and online quizzes and tests – Double
- Reduced Distraction Testing Location - A testing location that provides reduced distraction and/or noise level than the classroom (this can be an adjoining classroom with fewer students, an instructor's office, the testing center, etc.)
- Use of approved, supplied calculator & formula cards for written math tests & quizzes

Instructor's Comments (if any, **limit 200 words**)