

Accommodation Letters

Within the Instructor Portal in STARS, instructors can view a student's accommodation letter in any course. Instructors will also see when the student requested accommodations as well as the status of the accommodation letter.

- Log into [STARS](#) and review the FERPA agreement before continuing to view accommodations.
- On the overview page for the current term, students will be listed in the enrolled courses.

The screenshot shows the 'OVERVIEW' page in STARS. At the top, there is a navigation bar with a home icon and the text '>> OVERVIEW'. Below this is a yellow banner with 'Previous Term' on the left and 'Term: Spring 2025' on the right. An 'ANNOUNCEMENT' section follows, featuring a document icon and the text: 'If you need assistance while accessing any of the modules, please call (330) 972-7928 or email access@uakron.edu. Module tuto'. Below the announcement is a grey box titled 'STUDENTS WHO REQUESTED ACCOMMODATIONS'. A 'REFINE SEARCH >' button is located below this box. A summary bar indicates 'Records Found: 1 (Showing: 1 - 1)'. A table with a blue header and footer bar contains one record:

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status
View	PDF	12345	TEST	101	001	Zippy *****	Read

- Select view to open the student's accommodation letter and see when the letter was accessed and a list of instructors.

The screenshot shows the details of an accommodation letter. At the top, a yellow banner displays 'ZIPPY ROO - TEST 101.001 - TEST CLASS FOR OA (CRN: 12345)'. Below this is a 'BACK TO LIST ACCOMMODATIONS >' button. The 'ACCESS INFORMATION' section states: 'This accommodation letter was read by: [Patrick Tabatcher](#). Last recorded access on: **Friday, January 17, 2025 at 10:35 AM**. Last notification mailed on: **Monday, January 06, 2025 at 10:04 AM**'. The 'INSTRUCTOR LIST' section shows a single entry: [Patrick Tabatcher](#). The 'FACULTY NOTIFICATION LETTER' section begins with 'Letter of Classroom Accommodation - Spring 2025' and lists student information: 'Student Name: **Zippy Roo**, Student ID: 0000001, Class: TEST 101.001 - TEST CLASS FOR OA (CRN: 12345)'. It then states: 'The above named individual is a student with a disability who has requested accommodations and assistance from the Office of Accessibility. The student has provided substantiation of the disability.' and 'Federal law and University policy require that the University create an environment where students with various disabilities can partake of the programs and services. The University of Akron recognizes its responsibility for creating an institutional atmosphere in which students with disabilities have the opportunity to be successful.' The letter lists '1. Alternative Formats' with a sub-point: 'o **Use of Textbooks in Alternative Format**
Use of textbooks in an alternative format.'