

Dear DLO

**Student name**  
**Registration number**

{Student name} has provided the Disability and Dyslexia Support Service with evidence that he/she has a specific learning difficulty. The information contained in this email should be passed to all staff working with her/him each semester.

{Student name} has been copied in to this email so he/she can get in touch with you if he/she wants to discuss departmental disability support further. He/she has also given permission for you to contact her/him.

{Student name} understands that it is her/his responsibility to share this document with the Disability Liaison Officer (DLO) in any other department that he/she chooses to take unrestricted modules in. An explanation of the DLO role and [a full list of departmental DLOs can be found on the DDSS website](#).

**Disability information**

{Student name} has a specific learning difficulty connected with her/his working memory and phonetic processing issues.

**Support recommendations**

As a student with a specific learning difficulty, {student name} is likely to benefit from

- Access to a particular staff member who can help with academic queries/departmental concerns (e.g. a Personal Tutor)
- Copies of PowerPoint slides and lecture notes being made available in advance (if not already available on MOLE)
- Reading lists which distinguish between core and secondary reading and clearly state if students are required to read a text in its entirety
- Being permitted to make audio recordings of lectures and use a laptop to make notes in them
- Coursework hand-in dates being spread out
- Academic staff taking into account the potential for her/his specific learning difficulty to have an impact on her/his studies when considering deadline extension requests

{Student name} will be permitted 25% extra time in all formal examinations. This adjustment should be replicated for any timed assessments he/she is required to sit within the department where possible.