

Sample Self-Advocacy Letter to Post-Secondary School Personnel

Dear Admission or Disability Services Personnel:

I am writing to express an interest in your institution. I am in my senior year in high school and have been receiving Special Education Services for some time. My career goal is to become an automotive engineer. I have a current IEP, which details my learning challenges. Two reasons that I am a good choice to be accepted to your college are that I am determined to succeed despite the challenges and potential limitations; and that I have a great deal to offer creatively to the field I plan to enter.

I would like to describe my unique learning style and many strengths, and to identify needed accommodations. I am a visual/hands on learner who does well with verbal directions. Some of my strengths are with verbal and mathematical skills. I am good with spatial relationships and almost anything mechanical.

There are still obstacles, which I need to overcome. They are in the areas of written expression, handwriting, note taking and organization. The following accommodations are necessary for me to overcome the obstacles. Some of these are the use of a laptop computer, a note taker, tutoring, extended time for testing.

I would appreciate some time to visit with you or a member of your staff in the next few weeks to discuss what is available to me in the post-secondary environment. Please call me at (303) 555-1212.

Sincerely,

Joe Schmoe