



Self-Advocacy Script Template

Purpose:

Use this template to prepare for meetings where you need to discuss disability accommodations. Customize it with your personal information and specific requests.

1. Opening and Greeting

Greeting:

"Hello, [Name]. Thank you for taking the time to meet with me today."

Introduction:

"My name is [Your Name], and I would like to discuss some accommodations that I believe will help me succeed in [this class/at work/in this environment]."

2. Explaining Your Needs

Briefly Describe Your Situation:

"I have been diagnosed with [briefly state your disability/condition]. This sometimes affects [explain how it impacts your learning/work/performance]."

Share Your Experience:

"In the past, I have found that accommodations such as [specific accommodation, e.g., extra time on tests, flexible work hours] have helped me [explain the positive outcome, e.g., better manage my workload, understand material more clearly]."

3. Stating Your Request**Clearly State Your Request:**

"Based on my experience, I would like to request [specific accommodation]."

Explain the Benefits:

"I believe this accommodation will help me perform at my best because [brief explanation of how it addresses your needs]."

4. Inviting Collaboration**Encourage a Collaborative Approach:**

"I'm open to discussing how we can best implement this accommodation and any suggestions you may have. I would appreciate your support in making these adjustments."

5. Closing the Conversation

Summarize and Confirm Next Steps:

"To recap, I am requesting [accommodation] because it will help me [improve performance/achieve success]. Could we discuss the next steps to make this happen?"

Express Gratitude:

"Thank you for your understanding and for working with me on this. I look forward to our collaboration."

Notes for Preparation:

- Practice your script in advance and adjust the language to sound natural.
- Bring any relevant documentation (e.g., copies of your IEP, medical evaluations) that supports your request.
- Use this script as a guide, but be prepared to answer any questions and provide additional examples if needed.

