

Communicating my health needs with my Teacher or Professor

Who/What/When/Where + How

THIS DOES NOT APPLY TO EMERGENCY SITUATIONS WHERE YOU NEED HELP IMMEDIATELY

Who do I need to speak with: The person who needs this information is someone who is in charge of the class or takes attendance. This could be my teacher, professor or a classroom or teaching assistant. Importantly, the person who needs this information is who I would contact if I can't come to class or attend class virtually.



<ul style="list-style-type: none">• Teacher or professor of a class I attend• A classroom or teaching assistant• Other?	<ul style="list-style-type: none">• Someone I know from a class I am taking• One of my co-workers• Other?
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I need to speak with: _____

How do I communicate with this person: Determine what is the expected mode of communication with this person in this situation. It may be helpful to check a syllabus if I have one about this type of classroom expectation. Examples of communication modes are:

- In person (if I am at work when I start to feel unwell)
- Phone call
- Text
- Email

I will use the following mode of communication: _____

What do I say: If I am speaking with this person directly, such as in person or on a phone call, here are some examples of how I can start the conversation



<ul style="list-style-type: none">• Can I talk with you?• Do you have a minute to talk?• I want to let you know I ____• Other?	<ul style="list-style-type: none">• I HAVE COVID!• I CAN'T COME TO CLASS!!• Other?
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I will start the conversation by: _____

What do I share: Basic information about my health and that I will not be able to be in attendance in class or participate virtually.



<ul style="list-style-type: none">• I'm not feeling well• I'm going to the doctor/medical office• Other?	<ul style="list-style-type: none">• I HAVE TO GO HOME NOW!• I CAN'T STAY HERE!• I THINK I HAVE COVID!!• Other?
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Things I can share: _____

What I can say in an email or text:

Example of a text or email I could send: Hi (insert person's name), I'm not feeling well and won't be at class (add when you will be absent from class or classes you will miss).

What I will say in a text or email: _____

When do I talk with this person: If I am at home, I can contact my teacher or professor by phone, text or email. I can follow the typical rules or expectations that have been set in place for being absent from class. If I am at class, I can ask to speak with my teacher or professor when they are not actively busy.



<ul style="list-style-type: none">• The person is working on paperwork• The person is walking by me• The person is in his/her office alone• At the end of class or before class starts• Other?	<ul style="list-style-type: none">• The person is talking on the phone• The person is talking with someone else• When they are teaching a lesson to all students• Other?
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When I will talk with this person: _____

Where is a good place to talk with this person: A quiet place that we can hear each other and we can have some privacy



<ul style="list-style-type: none">• An empty classroom• My teacher or professor's office• Other?	<ul style="list-style-type: none">• In a noisy classroom where I would have to raise my voice.• In a place where there are a lot of people around (students, workers, etc.)• Other?
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Where I will talk with this person: _____

Your teacher or professor may ask for more information. It is important to listen to their questions. If you are unsure how to answer their questions, you can let them know you will get back to them when you have more information. This may be another good time to check the syllabus or your school/college protocol on their website if you have questions or concerns about what further information they may need. If you can't find this information, or you are unsure what to share, you might want to talk this over with your trusted person