

Script for Calling to Make an Accessibility Advisor Appointment (IEP)

1st Step – Congratulate yourself for getting this far! This is the beginning of you building self-advocacy (the ability to speak up for yourself), which is an important skill to learn.

2nd Step – Get your Georgian student ID number (it is 9 digits). Have this ready and pen and paper (or notes on your phone). If you have a busy schedule, have access to your calendar so that you know what days you are busy.

3rd Step – Call the toll-free number 1. 877.722.1523 (Monday to Friday 8am to 4:30pm). The person who answers the call books the appointments for any of the Student Success services. Below is a template of a script that you can use when the person answers the phone.

“Hello, my name is (FIRST, LAST) and I would like to book an appointment with an Accessibility Advisor regarding my IEP. I am in the Dual Credit program”.

The person on the phone will ask you for your Georgian student number and will ask you a few details:

- The best number to contact you at
- Whether you would like a phone or video appointment (or in person if we are back at the college).
- What day/time works best for you
- They might ask which program you are in again – whether you are SWAC/FLEX/Dual Credit, you will tell them that your program is Dual Credit.

Here is the link to the website if you need further information - [Accessibility Services - Georgian College](#)