**Template #2**

*Pregnant students who have delivered or experienced complications/loss that is preventing or will prevent them from attending class or completing coursework.*

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Dear {student’s name}:

Thank you for informing me of your situation. Please be assured that I will work with you to ensure you have the opportunity to complete this course. The purpose of this email is to share some information with you, so that you are aware of what to expect and what you need to do next in order to receive Title IX protection.

Per our policy, I am also copying our Title IX Coordinator/Equity Officer, Loyce Brown, on this email so that she is aware of your situation. She will be reaching out to you via your Delta email to provide some information and to request medical documentation for your situation. Once she receives your documentation it will be kept confidential in her office and she will then she will work with me and the Office of Disability Resources to facilitate the necessary accommodations.

Your prompt response to the Equity Office will help ensure there is no delay in setting up your accommodations. Should you have any questions regarding your protection under Title IX as a pregnant student, you may contact the Title IX Coordinator, Loyce Brown, directly at (989) 686-9547 or [equityoffice@delta.edu](mailto:equityoffice@delta.edu).

Thanks again,