

# Contacting Professors Post Disaster

After a natural disaster, unexpected event, or other emergencies, it's crucial to care for yourself and your personal needs. It is entirely understandable and valid not to have the capacity to focus on school and assignments. However, it's important to self-advocate. Professors and teachers can be great resources in creating accommodations that fit your needs following an unexpected event. If you have been affected by Winter Storm Uri, send each professor or teacher a brief email letting them know. If you're struggling with figuring out what to send, feel free to use the email format below! Your email should include:

- Subject Line: Include your name and a brief description of the email subject.
- Formatting: Format your email formally, beginning with a salutation and closing with your name.
- Polite Intro: Begin your email with a greeting and express well wishes to your professor and their family.
- Share Your Situation: Let your professor know how you have been affected by the situation. You do not need to include great detail, but some context is helpful. Here are a few examples of things you can share:
  - My family has been financially affected by the storm due to water line breaks at our business.
  - My apartment complex does not have running water and expects this to continue throughout the week.
  - I am struggling to concentrate on schoolwork following last week's events.
  - The storm has severely impacted a family member.
  - Due to lost income last week, I need to work extra hours in the coming weeks to make ends meet.

- Make a Specific Ask: The more concrete your request to a professor, the better. If you are not sure how you would like to move forward, ask for their advice. Examples:
  - If possible, I would like to submit my upcoming paper one week later than the deadline, on March 5th.
  - Due to working extra hours, may I watch the class recording instead of attending in person next week?
  - Can I submit my draft for feedback a day late (Tuesday, March 3rd)?
  - Close with a positive remark: Closing a difficult email with an appreciation for your teacher or professor can go a long way!

Subject: Carl S. Forward Update: Winter Storm Uri

Dear Professor \_\_\_\_\_,

I hope that this email finds you and your family well. I am reaching out to let you know that I need to work some extra hours in the coming weeks to make ends meet due to lost income last week. I take your course very seriously and want to make sure that I can still do well despite this unexpected situation. If possible, I would like to turn in our weekly assignments on Sundays instead of Fridays to allow me time to complete them with work. Please let me know if you have any other ideas or suggestions. I appreciate how much you teach me about the natural world and the work you put into creating great lectures!

Thank you so much,

[Your name]