

## Flex Accommodation Form – Attendance

Student and faculty should meet to discuss course attendance requirements as outlined on the syllabus and use this form to note reasonable adjustments to the attendance policy. Once complete, the student and faculty should have a clear understanding of expectations related to this accommodation. Student and faculty should each keep a copy for their records. Copies may be made at SDS if needed.

### Student and Course Information

Date:

Course:

Student:

Instructor:

- 1a) Please **specify the maximum number of absences** that can be reasonably allowed as a disability-related accommodation for this course: \_\_\_\_\_

- 1b) In addition to 1a, it may be helpful to consider specific course components individually and the extent to which flexibility with attendance is reasonable for each.

**If applicable, please specify each course component and the maximum number of absences (out of the total number noted above in 1a) allowed before learning is compromised:**

**Essential Course Component (ECC)**

**Maximum Absences Allowed**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- 2) Students are responsible for submitting any missed assignments and for making up exams when absent. Faculty are encouraged to inform students of their expectations and any corresponding protocol in advance. If applicable, please complete the section below:

- **Assignments done in-class must be completed and submitted within \_\_\_\_\_ days** from the day of absence.
- **Assignments due on the day of absence must still be submitted on the same day via \_\_\_\_\_ (e.g. email, Kodiak, other).**

**Alternatively, if applicable, the assignment due on the day of absence may be submitted within \_\_\_\_\_ days** from the day of absence.

- At the discretion of the instructor, missed exams must be **rescheduled and taken within \_\_\_\_\_ days** from the day of absence. Students are responsible for rescheduling exams.

Sometimes it is unknown when the accommodation will be needed due to the unpredictable and changing nature of the disability; though, students are encouraged to notify their instructors every time they miss class as a result of their disability, either before class begins or sometime within the same day.