

Flexibility with Attendance Plan

The purpose of this worksheet is to provide students and faculty with some questions to consider while developing a plan for using a flexibility with attendance accommodation in a particular course.

Accessibility Services recommends using this fillable form to guide and document your conversation about how the accommodation will be implemented. Accessibility Services welcomes joining these conversations as helpful. Additionally, we ask that you email a copy of the completed plan to our office for documentation purposes.

Student Name:

Instructor:

Course:

1. Given the major learning objectives of the course, what is a reasonable threshold for the number of allowable absences?
2. If a student is absent on a day that an assignment is due, what is the plan for submitting assignments and/or making up missed work?
3. What are the expectations for communication in the event that the student is unable to attend class? When and how will communication occur?

4. How will make-up quizzes or exams be taken and how soon after an absence should they be completed?

5. Additional Considerations