Flexibility with Attendance And/Or Deadlines
Request Form

Prior to filling this out, students should read the Flexible Attendance/Deadlines Information attached to this document. Flexibility with Attendance and Deadlines are semester by semester accommodations and will be revisited with you if granted.

Name: ____________________________________________________________

Student number: ___________ Classification (Academic Level): ________________

Accommodation(s) Requested (Circle): Flexibility with Attendance   Flexibility with Deadlines

Semester requesting accommodation: ________________________

Qualifying Diagnosis: ______________________________________________________

Please provide a description for the reason you are requesting flexibility with attendance and/or deadlines as an accommodation:

Have you had or have you been approved for one/both of these accommodations before? If so, can you tell us about your experience and how these accommodation(s) were managed?
If you are requesting the accommodation(s) during the course of the semester, please list the classes in which you are currently enrolled and the number of absences/late assignments you have had for each course prior to this request. What is your current standing in each course?

Have you discussed concerns about your absences/missed deadlines with your instructors? Please elaborate.

What is the likely impact on your academic performance if the accommodation(s) is not provided?

I have read and understand my responsibilities and my Access Advisor’s responsibilities in relation to the Flexibility with Attendance/Deadlines accommodations. I understand that these accommodations may not be appropriate for all classes and in those where it is, it may be implemented differently in each class. I understand that it is my responsibility, along with advice and assistance from my Access Advisor, to ensure that I take steps to discuss these accommodations with all of my instructors. I also understand that these accommodations cannot be fully implemented until this discussion occurs.

___________________________________________________________  __________________________
Student Signature                              Date
GUIDED NOTES FOR STUDENTS: FLEXIBILITY WITH ATTENDANCE AND/OR DEADLINES

With these accommodations, it is essential that you talk with your professors individually to ensure that they and you have a full understanding regarding how the accommodations will be implemented. How do you do this?

1. Review class syllabi. Are there attendance and deadline policies for your classes? Are there policies regarding make-up exams / quizzes? Make sure you understand these expectations before you talk with your instructors.
2. Be timely in your communication (as soon as you know you qualify for these accommodations, and as early in the semester as possible).
3. Be clear in your communication and ask questions that will allow for discussion.
4. Understand that flexible attendance/deadlines will not work for all classes.
5. Do not just hand your professor your memo and expect to receive the accommodations.
6. Review the Guide for Implementation (PDF available from our website), and take it with you to discuss the accommodation(s) with your professors.
7. Remember: you are still required to complete all coursework.

Below are suggested questions to guide you in your discussion with professors. Select the questions as appropriate.

- If you have a structured attendance policy, is there room for flexibility? If so, how?
- If I need to miss class, what do I do? Should I send you an email or call you? How can I catch up on what I may have missed?
- If I miss class on a day an assignment is due, can I turn in the work electronically?
- If I miss class on a day an exam is scheduled. If you allow make-up exams, is there a timeframe within which make ups must be completed (keeping in mind Disability Center policies regarding timely notification)?
- If you have a structured deadline policy, is there room for flexibility? If so, how?
- If I need to miss a deadline, what do I do? Should I send you an email or call you? How much notice should I provide you that I will not be able to make the deadline?

Keep your Access Advisor updated and informed if you are missing class. Be sure to contact your Access Advisor if you miss class(es) for an extended period of time (e.g. more than a week). If your professor contacts the Disability Center, it will be helpful for your Access Advisor to know about your situation. Our office does not contact your instructor in the event of your absence.