Arranging Flexible Attendance and Due Date Accommodations

**Step 1:** Login to the A.S. Connect Platform by going to the Current Students page of the Ability Services website.

**Step 2:** You will be prompted to review and sign-off on the required E-Form Agreement(s) for Flexible Attendance and/or Due Dates if you have both accommodations. Each accommodation has a separate E-Form Agreement to authorize.

**Step 3:** Review each agreement throughout and submit your signed E-Form requests.

**Step 4:** Once you have completed the E-Form Agreement, you will receive a confirmation email notifying you that you have successfully completed the required E-Form Agreement. The Ability Services Office will also receive a confirmation email that the student has completed the required agreement(s).

- Listed below is a sample of what the completed E-Form Agreement will look like. Students will be asked to copy/paste this content to a Microsoft Word/Google Doc and save this content to their computer. This allows for this confirmation email to be attached easily for further communication with their instructors to appropriately discuss their accommodation needs in the course.

Student Flexible Attendance Agreement Template

**From:** UWRF - Ability Services on Behalf of Ability Services  
**Sent:** Thursday, September 10, 2020 8:44:56 AM (UTC-06:00) Central Time (US & Canada)  
**To:** Freddy Falcon; Ability Services  
**Subject:** [A.S.] E-Form Signed (Required) – Student Flexible Attendance Agreement

**Form Title:** Student Flexible Attendance Agreement  
**Signed by:** Freddy Falcon

**Signed on:** Thursday, September 10, 2020 at 08:44:56 AM

**IP Address:** 23.256.187.76

**Agreed Content:**
Student Flexible Attendance Agreement

- I will make an agreement in writing with my instructor about how my attendance accommodation will be used in the course.
- I will ask my instructor if there are any class days that I will not be able to miss.
- I will discuss with my instructor the agreed-upon total number of absences I can request in the course.
- I will communicate with my instructor in writing ahead of time, every time I request to use my flexible attendance accommodation.
- I will discuss with my instructor how I will make up missed work or participation points in the course.
- I will discuss what will happen if I go over the agreed-upon number of absences I am allowed to ask for in the course.
- I understand that this agreement does not grant retroactive flexibility.
- I understand that in order to use my flexible attendance accommodation in all my courses, that I am required to follow the steps listed above, in order to use the approved accommodation.
- I understand that I am required to complete this agreement every semester to authorize the use of my flexible due date accommodation.

Ability Services Office
410 S. Third Street
River Falls, Wisconsin 54022
Phone: (715-) 425-0740
Email: ability.services@uwrf.edu

This email was copied to:

- Freddy Falcon (Email: freddy.falcon@my.uwrf.edu)
- Ability Services (Email: ability.services@uwrf.edu)
Step 5: While you are in your A.S. Connect Dashboard, request your academic accommodations in each of your courses.

Step 6: Once you have requested your Faculty Notification Letters (FNLs) and they have been emailed to all your instructors, please send them a follow-up email confirming they have received your letter. Take the time to notify each of your professors which requested accommodations you will need in their course.

Step 7: For students with a Flexible Attendance and/or Due Dates Accommodation, we ask that when you are emailing your instructors to confirm they received your FNL, you should discuss your accommodation needs with them and attach the confirmation email of your signed E-Form Agreements. Students are to attach the document(s) they saved in Step 4.

- Listed below is a template that we ask students to follow when reaching out to each of their instructors when they intend on using any Flexible Attendance and/or Due Dates in their courses. You will notice in the email template, there is a section titled, “Note” in the communication listed below. In this section, please share how your absences typically look, so you and your instructors can identify and develop an appropriate plan for how your accommodations will be used and implemented in each specific course.

Flexible Attendance Accommodation Email Template

Dear,________

I am reaching out to follow-up with you about my approved academic accommodations. I am following-up to ensure that you received my Faculty Notification Letter, informing you of my approved accommodations in the class.

If you have had time to review my requested accommodations in the course, you will notice that I am requesting to use my Flexible Attendance Accommodation. All students with this accommodation are required to sign an e-form agreement stating we will follow the steps as
outlined in the agreement. I have attached an email confirmation of my signed e-form agreement. The notification of this agreement was also received by the Ability Services Office.

As the agreement states, it would be helpful for me to know the following information so we can work together to develop a reasonable plan for successfully using my Flexible Attendance Accommodation in your course.

- Are there any class days that I will not be able to miss?
- How many days do you feel it is reasonable for me to miss in your course?
  - **Note:** Describe here how your absences typically look. *For example (1)* “When my symptoms are flaring, I will typically only miss a day here and there scattered throughout the semester. It is unlikely that I will miss class back-to-back days.”
  - OR *(2)* “When my symptoms are flaring, my absences are typically clustered where I may miss 2-3 class periods consecutively.”
- What do you think will be the best way for me to make-up any missed work, if I am not able to attend class?
- If there are participation points in class, will I need to submit any alternative assignment to obtain my participation points?
- If I go over the agreed upon absences in the class based on my accommodation needs, what will happen?

You can email me your responses, or if you feel it would be more useful to do a virtual call to talk through these questions, I would be more than happy to do so.

After we have talked through these questions or received the answers via email. I will send you a follow-up email confirming the plan we agreed to.

Thanks,

Name:__________

**Flexible Due Date Accommodation Email Template**

Dear,_________

I am reaching out to follow-up with you about my approved academic accommodations. I am following-up to ensure that you received my Faculty Notification Letter, informing you of my approved accommodations in the class.

If you have had time to review my requested accommodations in the course, you will notice that I am requesting to use my Flexible Due Date Accommodation. All students with this
accommodation are required to sign an e-form agreement, stating we will follow the steps as outlined in the agreement. I have attached an email confirmation of my signed e-form agreement. The notification of this agreement was also received by the Ability Services Office.

As the agreement states, it would be helpful for me to know the following information so we can work together to develop a reasonable plan for successfully using my Flexible Due Date Accommodation in your course.

- Are there any assignments where flexibility on due dates cannot be offered?
- How many times do you feel it is reasonable for me to ask for an extension in the course based on my accommodation needs?
  - **Note:** Describe here how often you typically ask for extensions. Give your instructor an estimate of how many times you may need to request this accommodation throughout the course of the semester.
- When asking for an extension how many additional days will I be allowed?
  - **Note:** Describe here how many additional days you typically need to complete the assignment. Give your instructor an estimate of what that would look like.
  - For example: “It typically takes me no longer than two days to make-up an assignment if an extension is needed. Can we agree that I will make up the work, no later than two days after the assigned due date?”
- If I go over the agreed number of times I ask for an extension or I need more time on a specific extension that we initially agreed to, what will happen?

You can email me your responses, or if you feel it would be more useful to do a virtual call to talk through these questions, I would be more than happy to do so.

After we have talked through these questions or received the answers via email. I will send you a follow-up email confirming the plan we agreed to.

Thanks,

Name:___________

**Step 8:** After you have developed a plan with each of your instructors about how your Flexible Attendance and/or Due Date Accommodation will work in the course, students will need to email each of their instructors in writing what the agreed upon plan is for successfully using their Flexible Attendance and/or Due Dates in their courses.
**Sample of Completed Written Agreement for Flexible Attendance Accommodation**

Dear,_______

Thank you for answering my questions and discussing how my Flexible Attendance Accommodation will work in your course.

As we discussed, since all students are allowed to miss 5 class periods before they start receiving a daily reduction on their class participation points, we have agreed that I will be allowed 8 absences before I start to lose participation points when I miss class. If I reach 8 absences, and I have concerns about going over, I will reach out to you ahead of time to notify you of any new information or concerns that may be occurring. When missing a class period, I will check-in with you to see what I missed.

I will email you the following message every time I request to use this accommodation:

“As we discussed, I will be using my Flexible Attendance Accommodation today, I will plan to connect with you when I return.”

Thanks,

Name:_______

**Sample of Completed Written Agreement for Flexible Due Date Accommodation**

Dear,_______

Thank you for answering my questions and discussing how my Flexible Due Date Accommodation will work in your course.

As we discussed, if I need to request an extension on any assignments in your course, I will email you ahead of time and turn in the assignment no later than 2 class periods. Since we have 10 total assignments in the class, I will request no more than 3 extensions on assignments in the class. If I am unable to turn in the assignment within 2 class periods, I will notify you. If I have concerns about needing more extensions in the course, I will reach out to you to discuss a plan for successfully completing the course.

I will email you the following message every time I request to use this accommodation:

“As we discussed, I will be using my Flexible Due Date Accommodation on Assignment_______, I will turn in the assignment no later than two class periods.”

Thanks,

Name:_______