Attendance Flexibility Agreement

Attendance Flexibility as an Accommodation:
If attendance is determined to be essential, the instructor will determine, after an interactive discussion with the student, the maximum time that can be missed before compromising the integrity of the course/program.

____ If I am unable to attend class because of my disability, I (or my designee) will notify my instructor, as soon as I am able to do so, that my absence is disability related and provide an estimated date of return.

____ I understand that if my total disability related absences exceed ____ days of class, I may not be able to meet the essential components/requirements/objectives of the course, however, I will still be provided other reasonable accommodations for this course.

____ I will not lose attendance points on the agreed upon days missed for a disability related absence, as long as those points are NOT associated with any in-class/clinical/lab activities or assignments AND I have informed the instructor as soon as I realized I could not attend class due to my disability.

____ My instructor will discuss with me any graded in-class/clinical/lab activities or assignments that cannot be replicated at a later time or in an alternate format. The impact such an absence(s) may have on my grade has been discussed with me.

____ I will work with my instructor to determine how to receive lecture material missed during a disability related absence.

Reasonable Extension of Deadlines (coursework/test/quiz): (Both Student and Professor should initial)

____ If my absence prevents me from taking a test/quiz or submitting coursework, my instructor will provide a new due date (without late grading penalties), after said extension I will be subject to the same late grading penalties as other students in the class.

____ The extension for submitting missed coursework will be ____ days from my return from disability related absence(s). I will meet with the instructor upon my return.

____ The extension for completing a missed test/quiz will be ____ days from my return from disability related absence(s). I will notify the instructor upon my return. If I will be taking a missed test/quiz in the DSS office, I have discussed with the professor the DSS policy of seven days’ notice so I may have at least eight days to make the room reservation.

Please indicate that you have read and agreed to the following statement(s):

____ I have met and discussed this accommodation with my course/lab instructor.

Initial

____ I will use this accommodation responsibly by requesting it only when it is a disability related absence.

Initial

Student Name (Print): __________________________________________

Student Signature: _________________________________________

Instructor Name (Print): _____________________________________

Instructor Signature: _________________________________________

Class Subject & Course Number: _______________________________

Date: _______________________________________________________

Tentative attendance flexibility
Attendance Flexibility Agreement

Some disabilities impact an individual’s ability to leave home. Whether the disability is a chronic illness such as fibromyalgia, medical conditions like Crohn’s disease or psychological related like PTSD, the individual would need reasonable accommodation for absences related to the disability. An accommodation for attendance does not give the student permission to ignore the course attendance policy, however it can allow for flexibility. For example, the course has an attendance policy in the syllabus which allows for three days absences before impacting a grade. A student with an attendance disability might be allowed five days before penalty.

A major consideration for attendance flexibility is whether or not attendance is an essential, fundamental component of the course. In most cases, attendance is not an essential component. Even though attendance is considered important and should be required, the student could obtain the information, occasionally, from other sources such as classmates’ notes, lecture materials from the course website, and meeting with professors for summary information. There are definite instances where attendance flexibility is not reasonable. Lab courses without alternative sections, most foreign language courses and those classes which are totally based on participation are all examples where attendance is essential as the information from such classes cannot be reproduced.

This agreement allows both the student and the faculty member to determine how to acknowledge and accommodate a disability which may interfere with attendance. The agreement clears up any possible misunderstanding about how often the student may miss class before absences impact a grade and whether or not any missed work or tests will be accepted after a deadline. Faculty have the right to timely notification of accommodation; it is vital that the student maintain regular contact with the faculty, especially when an absence happens.

Please read, initial and sign the agreement. Make copies so both student and faculty have record of the agreement.