

# Flexible Attendance Accommodation Plan

## Purpose

This worksheet is designed to assist students and instructors in developing a flexible attendance accommodation plan. Accessible Education recommends that students and instructors use this worksheet as a guide when meeting to discuss how the accommodation will be implemented.

So that Accessible Education staff can best support students and instructors, we encourage students to share this plan with our office. We are also available to provide assistance if needed.

## Accommodation Plan

1. Considering the learning objectives and course requirements, establish a reasonable threshold for a number of absences for this course:
2. If a student is absent on the day that an assignment is due, what is the agreed upon plan for submitting assignments or making up missed work?
3. What are the expectations for communication in the event that the student is unable to attend class (e.g., when and how will communication occur)?
4. Establish a plan for how a make-up quiz/exam will be taken, if applicable (e.g., when will the assessment need to be completed? If an in person assessment, will the student need to schedule it through Accessible Education?):
5. Additional concerns or considerations: