



**Attendance And/Or Deadline Extension
Accommodation Request
Internal Protocol
Disability Resource Center (DRC)**

TO BE COMPLETED BY THE DRC COUNSELOR WITH THE DRC STUDENT

Name: _____

Student number: _____

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

Semester requesting accommodation: _____

Qualifying Diagnosis: _____

Review the Flexible Attendance/Deadlines Information attached to this document.

QUESTIONS TO ASK STUDENT:

Please explain the reason(s) you are requesting the accommodation(s):

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

For the questions below, please circle the answer that best fits your experience:

(For students that are employed): I am able to keep up with my work duties

Not at all

To Some Extent

Very True

Extremely So

N/A

I can keep up with course expectations (e.g. assignment deadlines, attendance)

Not at all

To Some Extent

Very True

Extremely So

I have a good support system for my disability

Not at all

To Some Extent

Very True

Extremely So

I am able to manage my disability effectively

Not at all

To Some Extent

Very True

Extremely So

FOR STUDENTS REQUESTING FLEXIBILITY WITH ATTENDANCE, ALSO ASK:

Have you had or have you been approved for this accommodation before? Yes No

If yes...

Where did you receive the accommodation (e.g. high school, college)?

Describe how the accommodation was put into practice:

On average, how many absences do you anticipate having during a given semester?

If you are requesting the accommodation during the course of the semester, please complete the following table:

Course Name and Number	# of Absences	Current Standing

Have you discussed concerns about your absences with your instructors? Yes No

Please elaborate:

FOR STUDENTS REQUESTING FLEXIBILITY WITH DEADLINES, ALSO ASK:

Have you had or have you been approved for this accommodation before? Yes No

If yes...
Where did you receive the accommodation (e.g. high school, college)?

Describe how the accommodation was put into practice:

On average, how many times do you anticipate needing an extension on an assignment during a given semester?

If you are requesting the accommodation during the course of the semester, please complete the following table:

Course Name and Number	# of Late Assignments	Current Standing

Have you discussed concerns about your late assignments with your instructors? Yes No
Please elaborate:

GUIDED NOTES FOR STUDENTS: FLEXIBILITY WITH ATTENDANCE AND/OR DEADLINES

Flexibility with Attendance and/or Deadlines are semester by semester accommodations that require explicit approval from your DRC Counselor prior to the accommodation being added to your Accommodation Letter. To prevent delay in receiving the accommodation, you must keep in regular communication with your DRC Counselor.

Please understand that due to the changing nature of disability, some students may be asked to provide updated documentation and/or come in for a discussion about their current needs.

Implementing Flex Attendance and/or Deadlines 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.

Regarding attendance:

- 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?
- What 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 Resource Center policies regarding timely notification)?

Regarding deadlines:

- 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 DRC Counselor updated and informed if you are missing class. Be sure to contact your DRC Counselor if you miss class(es) for an extended period of time (e.g. more than a week). If your professor contacts the Disability Resource Center, it will be helpful for your DRC Counselor to know about your situation.

Our office does not contact your instructor in the event of your absence or requiring an assignment extension.