

ARRANGING ATTENDANCE CONSIDERATION ACCOMMODATIONS

Before needing to use this accommodation, you are strongly encouraged to initiate a conversation with your instructor to understand attendance expectations in the course. Determine if there are certain dates that aren't permissible to miss due to labs, presentations, etc. What are the consequences if excessive absences are necessary. What is considered excessive? Communicating this information ahead of time is helpful to all parties. Remember, accommodations are not retroactive.

Step 1: Login to DRC CONNECT.

Step 2: Review and sign-off on the required e-Form Agreement for Attendance Consideration Accommodation.

Step 3: Once signed, you will receive a confirmation email notifying you that you have successfully completed the required e-Form Agreement.

Listed below is a sample of what the completed e-Form Agreement will look like in your confirmation email. 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 the confirmation email to be attached easily for further communication with their instructors to appropriately discuss their accommodation needs in the course.

From: UWRF - Disability Resource Center <drc@uwrf.edu>On Behalf of Disability Resource Center <drc@uwrf.edu>

Sent: Monday, January 09, 2023 at 01:48:20 PM (UTC-06:00) Central Time (US & Canada)

To: Freddy Falcon; request.drc@uwrf.edu

Subject: [A.S.] E-Form Signed (Required) – Attendance Consideration Accommodation Agreement

Signed by: **Freddy Falcon**

Signed on: **Monday, January 09, 2023 at 01:48:20 PM**

Agreed Content:

Attendance Consideration Accommodation Agreement

I will make an agreement in writing with my instructor about how my attendance consideration accommodation will be used in the course.

I will ask my instructor if there 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.

Every time I request to use my attendance consideration accommodation, I will communicate with my instructor in writing ahead of time.

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 to use my attendance consideration accommodation, I am required to follow the steps listed above.

I understand that I am required to complete this agreement each semester to request the use of my attendance consideration accommodation.

Step 4: While you are in your DRC CONNECT dashboard, request your academic accommodations in each course. Step 1 > Select classes; Step 2 > Customize accommodations for each course; Step 3 > Submit request for accommodations. This sends your Faculty Notification Letters by email.

Step 5: 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. If requested prior to the start of a semester, the letters will be emailed by the Friday prior to the start of a new semester and then daily thereafter.

Step 6: For students with a Attendance Consideration 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 3**.

Listed below is a template that we ask students to follow when reaching out to instructors to explain when they intend to use Attendance Consideration Accommodation in their courses. 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.

Example of an Attendance Consideration Accommodation Email Template

Dear, _____

I am following-up to ensure that you received my Faculty Notification Letter from the Disability Resource Center, informing you of my approved accommodations in the class.

If you have had time to review my accommodations, you will notice that I am eligible to request Attendance Consideration. 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 Disability Resource Center.

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 Attendance Consideration 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: _____

Step 7: After you have developed a plan with each of your instructors about how your Attendance Consideration 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 accommodation.

Example of a Completed Written Agreement for an Attendance Consideration Accommodation

Dear, _____

Thank you for answering my questions and discussing how my Attendance Consideration 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 Attendance Consideration Accommodation today. I plan to connect with you when I return.”

Thanks,

Name: _____