# Disability Support Services-Clark College

# **Flexible Attendance and Deadlines Agreement Form**

**Student:
Instructor:
Course:**

**Term:**

***Instructors, while determining agreement, please provide more flexibility than your standard class guidelines. Student’s approved for disability related services must be provided reasonable additional absences and deadlines.***

1. Maximum number of disability-related absences (remote or in person classes) allowed:

[ ] 2 allowed

[ ] 3 allowed

[ ] 4 allowed

[ ] Other (Specify):

*(Note: Instructors, points on days of approved disability related absences may not be taken away)*

1. Maximum number of disability-related missed deadlines allowed:

[ ] 4 allowed

[ ] 5 allowed

[ ]  Most allowed and only these assignments cannot be extended:

[ ] Other (Specify):

1. Is there a timeframe for completing late work?

[ ] 2 days allowed

[ ] 4 days allowed

[ ] 1 week from due date

[ ] Unlimited but by the first Monday of finals

[ ] Other (Specify):

1. Preferred mode of communication between student and instructor about a disability related absence or missed deadline is:

[ ] Clark E-mail:

[ ] Canvas E-mail:

[ ] Other: (Specify):

*(Note: The student will inform the Instructor that the absence or missed deadline was disability related; however, the student is not required to disclose to the Instructor any details other than it was disability related)*

1. Method for turning in out-of-class assignments due during disability related absence:

[ ] Canvas:

[ ] Email:

[ ] Other:

1. Procedure for making up quizzes, exams or in-class (live) graded assignments due during disability-related absences:
2. Other Agreements:
3. Check-in mid-term to determine Flexible Attendance and Deadline needs if reaching number of flexibility limits:

[ ] Yes

[ ] No

**Please sign or type indicating you agree to the plan in this document.** *\*Typed signatures are okay\**

**Instructor Signature and date:**

**Student Signature and date:**

*(OPTIONAL: If DSS staff member was asked to help identify agreement terms)*

**DSS Staff Member Signature and date:**

Please return to Disability Support Services within 5-7 business days:

Email: dss@clark.edu