

Limited Adjustment to the Attendance Policy Accommodation

Implementation process

1

Do you have an attendance policy for your course? Do you penalize students for missing any in-class activities? If yes, please proceed to step 2. If not, no further action is required.

2

Complete the **Class Instruction Form** in the Faculty Portal upon receipt of the course access letter. The Class Instruction Form may be accessed in the SDS Faculty Portal. Once logged in, the Class Instructions section appears near the top of the screen under "**Handy Tools**". Instructors may also email sds@utk.edu with the course name and number to request a direct link be emailed to them.

3

SDS will review the information in the Class Instruction Form and will contact you to discuss the parameters of the LAAP.

4

Once the parameters of the LAAP have been established, SDS will issue an **agreement via email** to the student and the instructor. The agreement will reflect the number of absences allowed with the LAAP as well as any details related to the implementation of this accommodation.

5

Students can view the agreement in the Student Portal by clicking on "**Agreements with Instructors**" on the left side of the menu, and they **must notify their instructors** of any disability-related absences, preferably in advance of the missed class.



STUDENT DISABILITY
SERVICES

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tiny.utk.edu/laap