



## Student Access Services

### Attendance Leniency Communication Form

Name of Student: \_\_\_\_\_ 900#: \_\_\_\_\_

Course Name and Number: \_\_\_\_\_ Date: \_\_\_\_\_

The student has an accommodation in your class because they have a documented disability that produces times which may require being absent from class. The student recognizes they are more likely to succeed in their academics when they attend class consistently, however if an absence does occur, the student should be allowed to make-up work missed without penalty with the following limitations (defined by the essential elements of the course or what they must know in order to get credit for the course to pass. This does not mean limitless absenteeism.

Retune this form to SAS [access@nmt.edu](mailto:access@nmt.edu) within 5 business days of completion

1. This student is currently working with Student Access Services to assess their unique need to miss an estimated \_\_\_\_\_ classes this semester.
2. The student will notify the instructor within \_\_\_\_\_ day(s) of missing class. If advanced notice is possible (i.e. scheduled appointment) the student will notify the instructor as soon as possible.

Notification method agreed: Check one:  Phone  Email  Both

3. Assignments or exams must be made up within \_\_\_\_\_ days of missed class.
4. Students are expected to read Canvas and reach out to professors. Professors are to provide missed information including handouts, important announcements and assigned assignments including due dates and instructions. List any expectations for make-up work.
5. Other Comments or Expectations:

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

