

How to Submit a Flex Plan (Attendance Modification) Questionnaire Faculty Instructions

- If you have received a Faculty Notification Letter from an SDS student in your course, and the "Attendance Modification" accommodation is listed, you must complete the "Flex Plan" questionnaire to indicate attendance policies to the student. The Faculty Notification Letter will prompt you to complete the questionnaire in your SDS portal.
- Login to [SDS Online Services](#)
- If prompted with the "Access Policy" screen, select "Continue to View Student Accommodations".
- On the next screen, select the "Flex Plan" tab on the lefthand side.
- In the "Step 1: Select Courses" section, you will see each of your courses listed below.
- Select the check box next to the course in which you'd like to submit the Flex Plan questionnaire, and then select "View".
- In the "Student Request" section you will see all students that have requested Attendance Modification for that course. Your questionnaire responses will apply to all students on that list, so the questionnaire only needs to be submitted once per course (if there are multiple sections of the same course, you will need to submit it for the different sections separately).
- In the "List of Questions" section, please answer all questions (1-13) regarding your attendance policy (i.e. maximum number of additional absences, the procedure for submitting coursework and make-up exams during absence, class participation, etc).
- Then select "Submit Flex Plan" at the bottom of the page.
- Once completed, the course will show up in the "Submitted Flex Plan" section of the Flex Plan tab. Completed Flex Plan questionnaires will say "Completed" in the "Status" section.
- If you have the same attendance policy for multiple or all courses, you can submit a single Flex Plan questionnaire to apply to multiple courses in the "Step 2" section of the Flex Plan tab by selecting "Specify Flex Plan for Multiple Courses" and completing the questionnaire.
- Your SDS students will be able to view your Flex Plan questionnaire responses in their SDS portal and are instructed to contact their SDS Specialist if they have any concerns.
- If a student requests Attendance Modification and the Instructor has not completed the Flex Plan, SDS will send out reminders every 3 days to the Instructor until they have completed the Flex Plan questionnaire.