

# Completing Flex Plan Form (Attendance Consideration)

1. Log into **AIM Faculty Portal**.
2. Agree to **Access Policy**.

**ACCESS POLICY**

WELCOME TO AIM (Accessible Information Management)

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

**FERPA (Confidentiality Statement)**

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality.

**Reminders:**

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION**

**Important Note:**

- Please **REFRAIN** from using **SHARED (PUBLIC) COMPUTER**.
- **Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information**

**CONTINUE TO VIEW STUDENT ACCOMMODATIONS >**

3. Click **Flex Plan** under the **Home** menu.

**HOME**

- > **Overview**
- > **Add Instructor**
- > Upload Syllabus
- > Alternative Testing
- > **Flex Plan**

4. Click **View**, this will open the Flex Plan Form.

View	Status	Initiated On	CRN	Subject	Course	Section
<a href="#">View</a>	Not Initiated		001	FAKE	1000	001

5. Complete the **List of Questions**.

### LIST OF QUESTIONS

Does the course have an attendance policy? \*

Yes

No

What is the maximum number of absences (excused or unexcused) before a student Fails due to Absences (FA)? \*

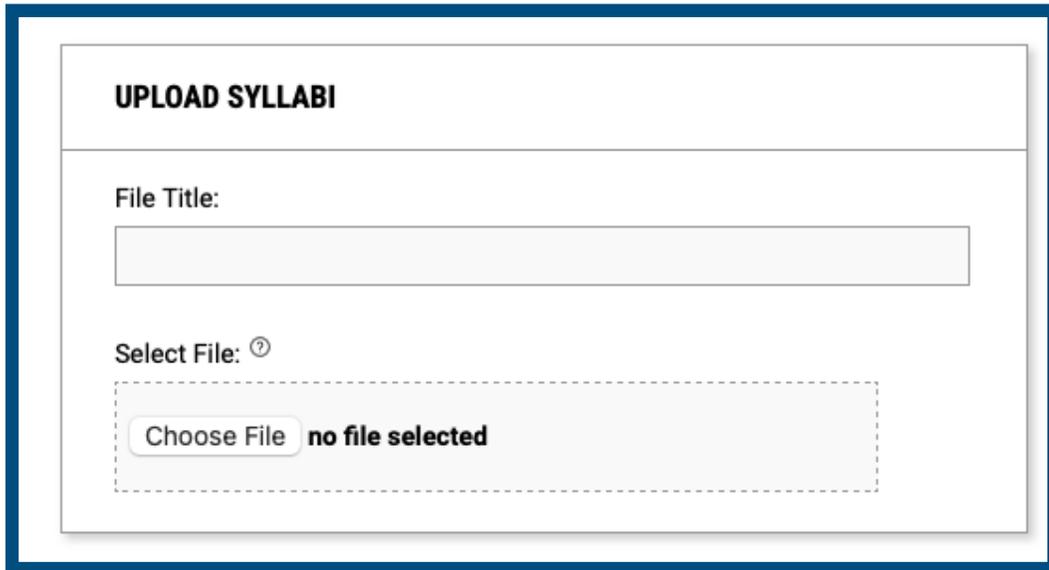
Are points deducted for absences? \*

Yes (**Additional Comment Required**)

No

Additional Comment:

6. **Upload Syllabus.** Instructors have the option to upload a syllabus to better help OA facilitate the accommodation based on your course policies.



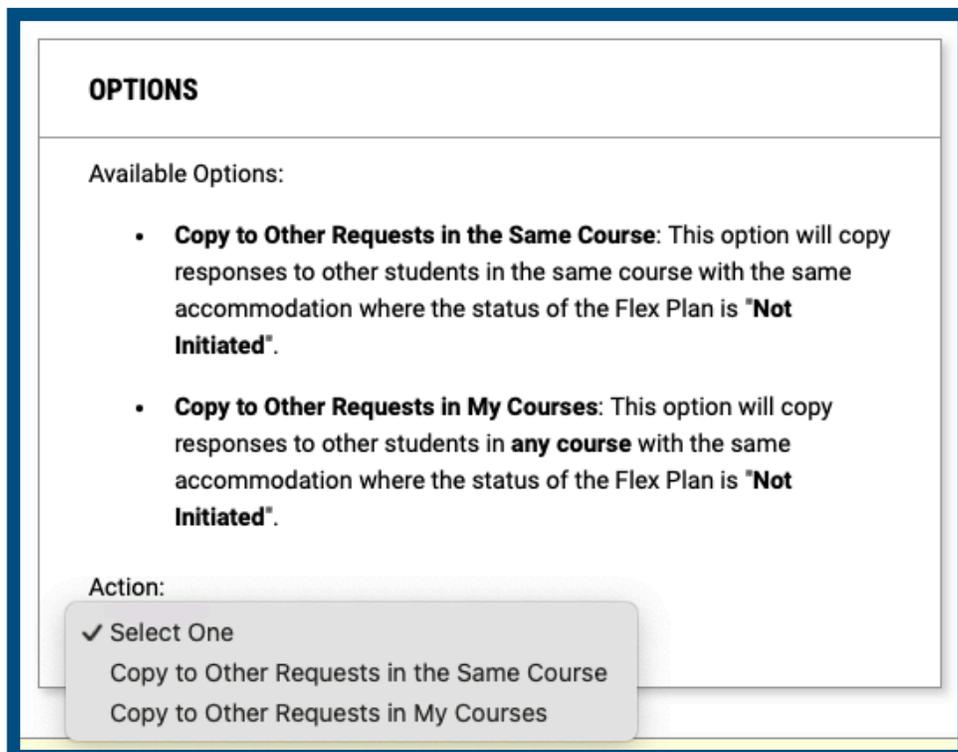
**UPLOAD SYLLABI**

File Title:

Select File: ⓘ

Choose File no file selected

7. Instructors have the option to copy the form to the same course or to other courses. Select the option that applies: **Other Requests in the Same Course** or **Other Requests in My Courses**.



**OPTIONS**

Available Options:

- **Copy to Other Requests in the Same Course:** This option will copy responses to other students in the same course with the same accommodation where the status of the Flex Plan is **"Not Initiated"**.
- **Copy to Other Requests in My Courses:** This option will copy responses to other students in **any course** with the same accommodation where the status of the Flex Plan is **"Not Initiated"**.

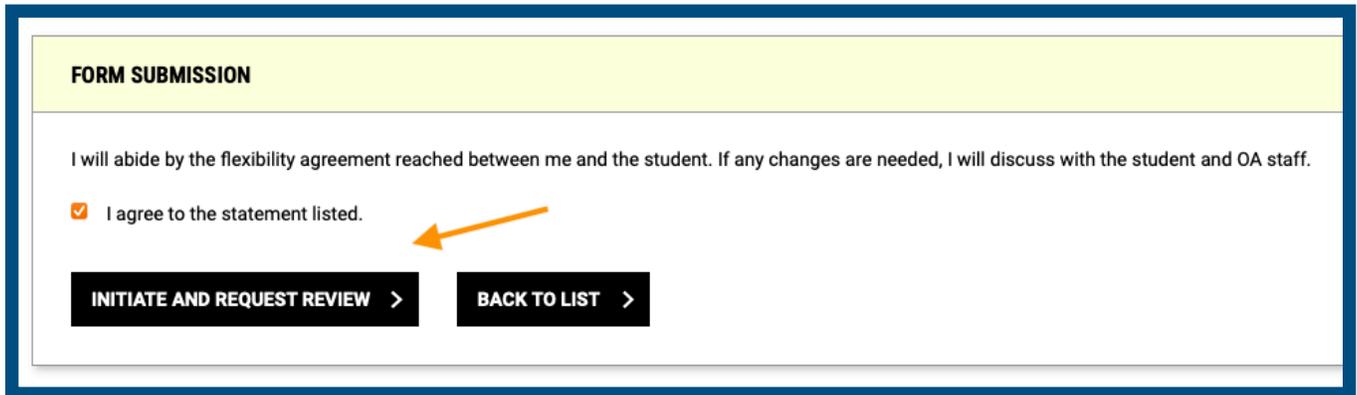
Action:

✓ Select One

Copy to Other Requests in the Same Course

Copy to Other Requests in My Courses

- Under **Form Submission**, check **I agree to the statement listed** and click **Initiate and Request Review**.



**FORM SUBMISSION**

I will abide by the flexibility agreement reached between me and the student. If any changes are needed, I will discuss with the student and OA staff.

I agree to the statement listed.

**INITIATE AND REQUEST REVIEW >**   **BACK TO LIST >**

The screenshot shows a form titled "FORM SUBMISSION" with a light yellow header. Below the header is a statement: "I will abide by the flexibility agreement reached between me and the student. If any changes are needed, I will discuss with the student and OA staff." Underneath this statement is a checkbox with an orange checkmark and the text "I agree to the statement listed." An orange arrow points from the checkbox to the "INITIATE AND REQUEST REVIEW >" button. Below the checkbox and buttons is a white background with a blue border.

- The student's assigned Accommodation Specialist will review the form and send the form to the student for completion.