



Limited Flexible Attendance and Limited Due Date

1. Once you have received a notification for a student with a Limited Flexible Attendance or Limited Flexible Due Date Accommodation, please review the ACCESS Center Limited Flexibility
2. Login to the Instructor Portal using your NetID
(<https://olympic.accessiblelearning.com/UWLAX/instructor>)
3. Review the Access Policy and FERPA information and select “Continue to view student accommodations”
4. On the lefthand side in the “Home” menu, select “Flex Plan”
5. Select “View” for the class of which you are completing a Flex Plan
 - a. Note: If you have multiple classes that you expect to have the same limited flexibility plan, you can select the classes, using the check boxes and select “Specify flex plan for multiple courses”
6. Answer the questions regarding the ACCESS Center’s recommendations for Limited Flexible Attendance and Due Dates
 - a. Note: You will only need to complete the agreement once per class.
7. Once completed, select “Initiate and Request Review”
8. ACCESS Center Staff will review each Flex Plan
 - a. Accept the Flex Plan and mark as completed
 - i. You and any students under this Flex Plan will receive an email about the completed plan.
 - b. Ask for additional review from the instructor
 - i. ACCESS Center staff will provide additional context about what needs to be reviewed and next steps to complete the agreement
9. There may be some instances where a student needs additional flexibility based on their disability
 - a. If this applies to an individual student, students are encouraged to contact their ACCESS Center Advisor who will then contact you for additional changes.

Flex Plan Statuses

- Flex Plan Home Screen Statuses
 - a. Not Initiated = A flex plan needs to be completed
 - b. Waiting for Staff Review = ACCESS Center Staff reviewing
 - c. Waiting for Instructor Response = Reviewed by ACCESS Center staff and requesting changes.
 - d. Completed = Completed

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