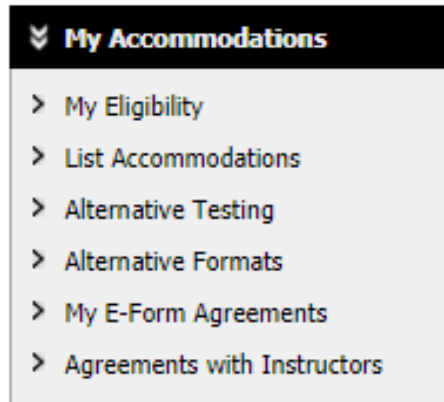


## How to Complete Attendance Accommodation Instructor Agreement Form

Step 1: Go to <https://york.accessiblelearning.com/Akron>.

Step 2: Log into STARS using your UANetID and password.

Step 3: On the left side of the screen, scroll down and select **Agreements with Instructors**.



Step 4: Select the class for which you are creating the Instructor Agreement Form, from the dropdown box.

### AGREEMENTS WITH INSTRUCTORS

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**STEP 1: SELECT YOUR COURSE**

Please select from the following list of classes to create an agreement with your instructor. If you are unable to find your classes below, please make sure your accommodation request has been approved and faculty or instructor has been notified.

Select Class:

### LIST OF AGREEMENTS WITH INSTRUCTORS

Step 5: Select the instructor and answer the questions according to the conversation you had with your instructor.

## AGREEMENTS WITH INSTRUCTORS

### AGREEMENT FOR 1000 100.001 - OA TEST CLASS

#### Select One Instructor

Please select the instructor who will be receiving this agreement, if it is not listed below, please contact our office:

Natalie Martin

#### Attendance and Disability

Within the first two weeks of the semester, students must communicate with the instructor and complete this form. Students should ensure their responses are detailed and accurately reflect the conversation with the instructor.

Completion of this form will serve as an official agreement, and should accurately represent the agreed upon arrangements, made between the student and instructor. Upon completion of this form, a copy will be sent to the instructor for review. The instructor will have the opportunity to verify that the completed form accurately reflects the discussion had with the student, and ensure the agreement includes the details of the attendance accommodation arrangements, for the course. In the event the instructor feels the agreement does not accurately outline the agreed upon terms, they will have the ability to request revisions or further discuss the accommodations with the student.

1. Please indicate the date when you met with your instructor. \*

2. Number of absences allowed for any student as per the syllabus? \*

Step 6: Select **Submit Agreement with Instructor** at the bottom of the page.

**Submit Agreement with Instructor**