

Student Email Templates for Flex Plans

Template #1: Haven't Received Flex Plan from Instructor in 2-3 days (Send to your instructor after generating your Course Accessibility Letters in AIM)

Subject: [COURSE NAME & NUMBER] –SLDS Intermittent Flex Plan

Hello [INSTRUCTOR],

I am a student in your [COURSE NAME & NUMBER] course. I am registered with Student Life Disability Services and one of my approved accommodations is an Intermittent Flex Plan, which you can read more about here. SLDS requires that you as the instructor complete the Qualtrics form first (go.osu.edu/flexplan), then you'll forward the confirmation email to me for review. Could you please do so in the next few days? I appreciate your help!

You are welcome to direct any questions about this accommodation to my assigned Access Specialist, [ACCESS SPECIALIST NAME & EMAIL].

Thank you,

[YOUR NAME]

Template #2: Notifying Instructor of Flare-Up

(Send to your instructor after an ADM agreement is in place, and you experience a flare-up.)

Subject: [COURSE NAME & NUMBER] – Disability Flare-Up

Hello [INSTRUCTOR],

I am a student in your COURSE NAME & NUMBER course. I wanted to let you know that I am experiencing a disability-related flare-up and will need flexibility with [INSERT ATTENDANCE/EXAM/ASSIGNMENT]. Per my Intermittent Flexibility Plan through Disability Services , I will plan to [INSERT NEXT STEPS FOR MAKING UP WORK].

Best,

[YOUR NAME]