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*](https://slds.osu.edu/aim/tutorials/#students)*)*

**Subject:** [COURSE NAME & NUMBER] – SLDS Intermittent Flex Plan (Formerly ADM Agreement)

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](https://slds.osu.edu/faculty-staff/managing-accommodation-requests/#_attendance). SLDS requires that you as the instructor complete the Qualtrics form first ([go.osu.edu/flexplan](http://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/ASSISGNMENT].  Per my Intermittent Flexibility Plan through SLDS, I will plan to [INSERT NEXT STEPS FOR MAKING UP WORK].

Best,

[YOUR NAME]