

Subject: Acknowledgment of Accommodation Request – Let's Set Up a Meeting

Dear [Student's Name],

Thank you for your message and for sharing your accommodation notification through Clockwork from the Office of Learning Support Services. I have received the details regarding your approved accommodations for attendance modification and/or deadline adjustments.

To ensure these accommodations are implemented appropriately and effectively in this course, it's important that we meet to discuss how they may apply in the context of course expectations, assignments, and participation. Clear and timely communication will be essential to making these accommodations work smoothly. Our meeting will allow us to establish a shared understanding of how to handle potential absences or deadline extensions, and to define a process for notifying me when an accommodation needs to be used.

Please send me a few times that you're available in the coming days so we can schedule this conversation. If meeting in person isn't possible, I'm happy to arrange a virtual meeting.

Looking forward to our conversation and to supporting your success in the course.

Best regards,

[Faculty Member's Full Name]

[Title]

[Department]

[Email Address]

[Phone Number, if applicable]

Subject: Checking In

Hi [Student's Name],

I just wanted to check in since I've noticed you've missed a few classes recently and I haven't heard from you. I know you have an attendance modification accommodation in place, and I want to make sure you're okay and see how I can support you.

Communication is a big part of how we make these accommodations work, so if something's come up or if you're having a hard time, please don't hesitate to reach out. I'm happy to talk through anything that might help get you back on track or clarify how we can move forward.

If you're able, let me know how things are going and whether you'd like to set up a time to meet. I'm here to support you however I can.

Take care,

[Faculty Member's First Name or Full Name]

[Title/Role, if desired]

[Contact Info]

Subject: Concern About Class Attendance and Course Progress

Hi [Student's Name],

I want to check in regarding your attendance and overall progress in the course. I understand you have an attendance modification accommodation in place, and I've done my best to support that flexibility. That said, at this point, you've missed a significant amount of class time, and I'm concerned that the amount of instruction and participation missed may make it very difficult to succeed in the course.

I know this may be disappointing to hear, and I want you to know this message comes from a place of support, not judgment. I care about your success and well-being, and I'd like to discuss your options moving forward. This may include a conversation about whether it makes sense to remain in the course or if a withdrawal might better preserve your academic standing.

If you're open to it, let's set up a time to talk about where things stand and what might be the most realistic and supportive next step. You might also consider reaching out to the Disability Services Office or an academic advisor for additional guidance.

Let me know how you'd like to proceed.

Take care,

[Faculty Member's Full Name]

[Title/Role]

[Contact Info]

Subject: Quick Follow-Up on Missed Deadline

Hi [Student's Name],

I wanted to touch base since I noticed that [assignment name] wasn't submitted by the deadline, and I haven't heard from you. I know you have a deadline adjustment accommodation in place, and I just want to check in and see how you're doing.

These accommodations are meant to give you some flexibility when things get tough, but it's important that we stay in communication so I can understand what's going on and help you stay on track. If you're dealing with something that impacted your ability to complete the assignment, let me know—I'm happy to talk about options.

Feel free to reply when you can, and let me know if you'd like to set up a time to talk.

Take care,

[Faculty Member's First Name or Full Name]

[Title/Role, if desired]

[Contact Info]

Subject: Follow-Up on Extended Deadline

Hi [Student's Name],

Thanks for keeping me updated about your situation. I know you've been navigating some challenges, and I appreciate your communication around the need for a deadline extension on [assignment name].

That said, the extended deadline we agreed on has now passed, and I either haven't received the assignment or have now received a second request for additional time. While I understand that circumstances can shift, it's important that we keep course progress in mind and maintain reasonable boundaries around extensions so the class—and your overall academic standing—don't fall too far off track.

Let's talk about a realistic plan for moving forward. [Options for consideration/to choose from]

- If you're still planning to submit the assignment, I'll need a clear and final timeline.
- If completing the work isn't feasible at this point, we should discuss alternatives and consider whether additional support or adjustments are needed.
- This assignment is an essential component of this course; if you are unable to complete it, please discuss withdrawal from the course with your academic advisor.

Please let me know how you'd like to proceed. I'm here to help—but we do need a workable path forward.

Best,

[Faculty Member's Full Name]

[Title/Role]

[Contact Info]

Subject: Follow-Up on Missed Deadlines and Course Progress

Hi [Student's Name],

I wanted to reach out with some concerns about a pattern of missed deadlines in the course. I understand you have a deadline adjustment accommodation, and I've tried to be flexible in supporting that. However, several key assignments are now overdue, and that delay is beginning to affect your ability to engage with the next parts of the course.

Many of the assignments in this class build on one another, so when earlier work isn't completed on time, it can become difficult—sometimes impossible—to move forward in a meaningful or productive way. I'm concerned that without catching up soon, the overall learning outcomes for the course could be compromised.

Let's connect to talk about where things stand and what options are still available. I want to support you, but we need a clear plan in place for how to proceed. Please let me know your availability for a quick meeting.

Looking forward to hearing from you.

Best,

[Faculty Member's Full Name]

[Title/Role]

[Contact Info]