

# DISABILITY RESOURCES & SERVICES

## MODIFIED ATTENDANCE CHECKLIST

- Write down or save the Disability Resources & Services (DRS office) contact information:**
  - We are located in Student Services building (SS), room 129.
  - We are open Monday-Friday from 8am until 4:30pm (except major holidays.)
  - We can be reached at 602-243-8395 or via [DRS@southmountaincc.edu](mailto:DRS@southmountaincc.edu)
  - In the case of excessive absences or hospitalization, you should contact DRS for guidance.
  - Communicating with DRS does not replace the need to communicate with your instructors.
  
- Obtain copies of your instructor's / division secretaries' contact information.**
  - Instructors usually provide contact information on the front page of their syllabus. Additional information is available in the SMCC Directory: <http://www.southmountaincc.edu/directory/>
  
- Schedule a meeting with DRS and each of your instructors, or utilize your instructor's office hours.**
  - Discuss your previous history of absences (hospitalizations, illness, medication changes, etc.). You are **not** required to provide your diagnosis. Instead, focus on your accommodations or how your disability has impacted your attendance in the past.
  
- Provide instructors / division secretaries / DRS office with your contact information.**
  - This may be a cell phone number, email address, and/or an emergency contact's information.
  - Only provide an email address or phone number if it is current, and easily checked.
  - Your instructor may attempt to contact you in the event of an unplanned absence.
  
- Work with your instructor and DRS to develop a study plan that will lead to your success.**

This plan should be recorded (via email, or in writing, etc) and include:

  - A review of your assignments and due dates.
  - Clear expectations of how you will complete your assignments should you miss class.
  - Clear expectations of where you will submit your completed assignments should you miss class.
  - Clear expectations of how you will communicate. (e-mail vs. phone call / instructor vs. secretary)
  - Your need for support to find a qualified note taker (if applicable.)
  - An understanding of how you will retrieve notes when you are absent.
  - Clear expectations of how you can make up in-class activities or quizzes should you miss class.
  
- Keep your faculty and the DRS office informed; Communicate early and often.**
  - If you are unexpectedly absent you must notify your instructors. You are still responsible for all required coursework completion.

Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the college. The Maricopa Community Colleges do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 Concerns, call the following number to reach the appointed coordinator: **(480) 731-8499**. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit the following weblink: <https://distict.maricopa.edu/consumer-information/non-discrimination-statements>.