

Submit a Flex Plan

Instructor Quick Guide

When to use this: Complete a flex plan when you receive notice that a student has a Flexible Attendance or Flexible Deadline accommodation (formally Modified Attendance and Extensions on Assignments).

After you submit: SAAS reviews the plan. You and the student will be notified once it is approved.

#	Step
1	Log in to the Instructor Portal on the SAAS website.
2	Select Flex Plan from your instructor dashboard.
3	Find the student/course in the Flex Plan table.
4	If the status says Not Initiated, select View.
5	Review the default responses and update them as needed for your course requirements.
6	Check the box confirming you read and understand the agreement.
7	Optional: Apply the same plan to other sections of the same course.
8	Select Initiate and Request Review.

Respond to a Flex Plan Use Request (When a student uses their Flexible Accommodation)

- Student submits the request through the SAAS Student Portal.
- You receive an email prompting you to log in to the Instructor Portal.
- Go to Flex Plan > Flex Plan Use Requests and select the number of pending requests.
- Select View, then choose Accept or submit Concern/Feedback from the dropdown.

Note: If Concern/Feedback is submitted, the SAAS coordinator is notified and will follow up if needed. If you do not receive communication back, the accommodation has been rejected for the student, and you may mark attendance or assignments as needed.

View Request History / Need Help

View history: Select Flex Plan Use Requests at the top of the page or from the Flex Plan Use Requests section.	Need help? Contact SAAS with questions or for assistance completing a Flex Plan.
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For more detailed guidance, please see screenshots below.

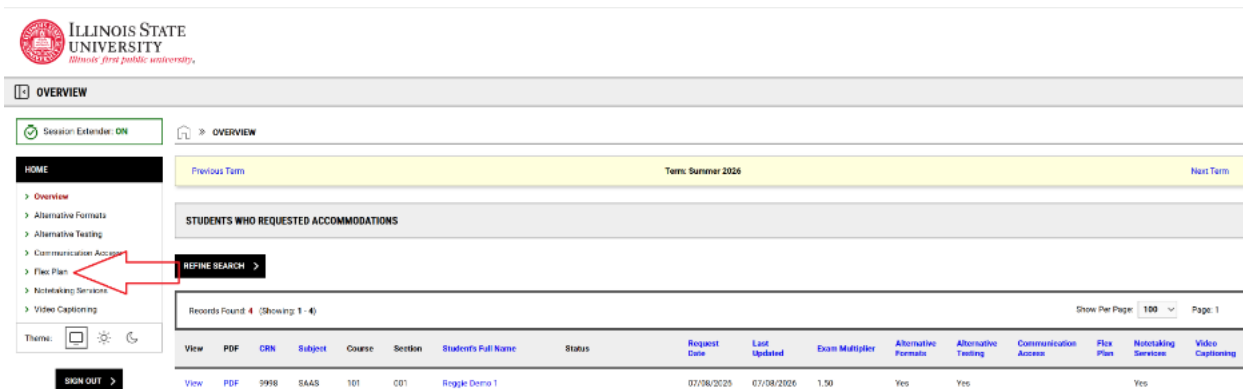
Submit a Flex Plan (For Instructors)

Instructors can submit a Flex Plan for students with flexibility accommodations.

This includes **Flexible Attendance** and **Flexible Deadlines** (formerly Modified Attendance and Extensions on Assignments).

If a student in your course has one of these accommodations, you'll receive an email prompting you to begin a Flex Plan. Log into the [Instructor Portal](#) on the SAAS website to get started.

From your dashboard, select **Flex Plan**.



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OVERVIEW

Session Extender: ON

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Theme: [Icon] [Icon] [Icon]

SIGN OUT

Previous Term: Summer 2026

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STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH

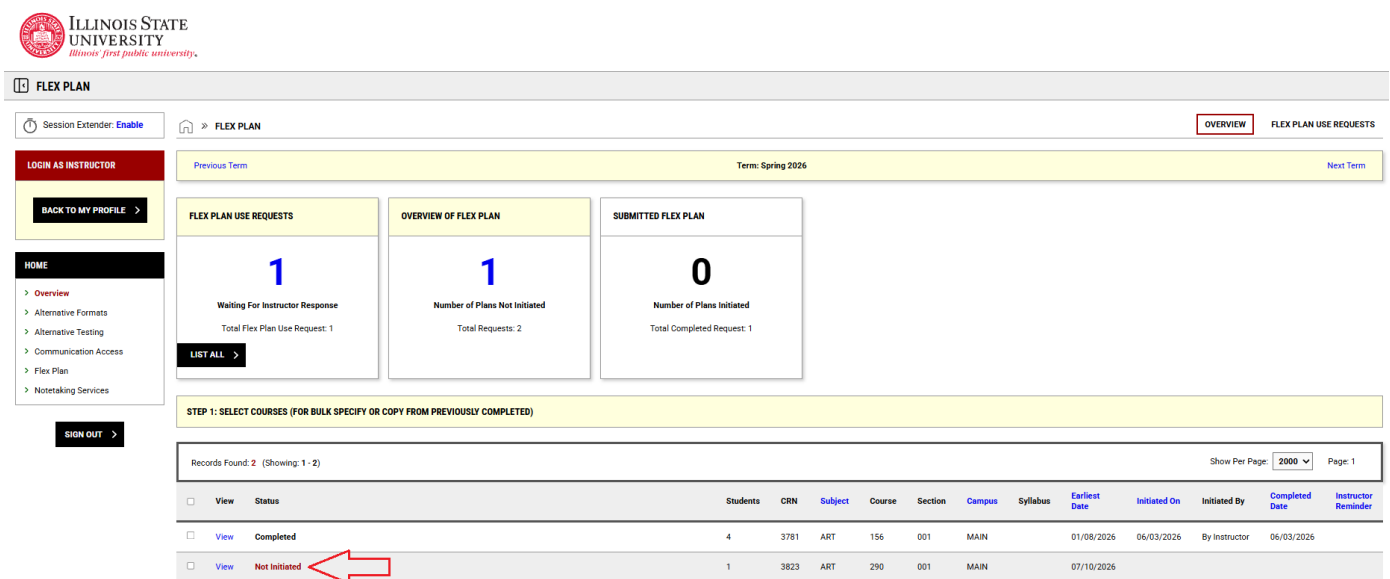
Records Found: 4 (Showing: 1 - 4)

Show Per Page: 100 Page: 1

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated	Exam Multiplier	Alternative Formats	Alternative Testing	Communication Access	Flex Plan	Notetaking Services	Video Captioning
View	PDF	9998	SAAS	101	001	Rogge, Dora 1		07/06/2025	07/08/2026	1.50	Yes	Yes			Yes	

A table displays all Flex Plans for your courses, including course details and the status of each plan.

If a plan shows **Not Initiated**, select **View** to begin.



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FLEX PLAN

Session Extender: Enable

LOGIN AS INSTRUCTOR

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OVERVIEW FLEX PLAN USE REQUESTS

FLEX PLAN USE REQUESTS

1

Waiting For Instructor Response

Total Flex Plan Use Request: 1

LIST ALL

OVERVIEW OF FLEX PLAN

1

Number of Plans Not Initiated

Total Requests: 2

SUBMITTED FLEX PLAN

0

Number of Plans Initiated

Total Completed Request: 1

STEP 1: SELECT COURSES (FOR BULK SPECIFY OR COPY FROM PREVIOUSLY COMPLETED)

Records Found: 2 (Showing: 1 - 2)

Show Per Page: 2000 Page: 1

View	Status	Students	CRN	Subject	Course	Section	Campus	Syllabus	Earliest Date	Initiated On	Initiated By	Completed Date	Instructor Reminder
View	Completed	4	3781	ART	156	001	MAIN		01/08/2026	06/03/2026	By Instructor	06/03/2026	
View	Not Initiated	1	3823	ART	290	001	MAIN		07/10/2026				

SAAS provides default responses for each question. You may keep these or adjust them to fit your course. Be sure your responses reflect your course structure and requirements.

Once complete, check the box to confirm that you've reviewed the agreement. You may also apply the same plan to other sections of the course, if applicable.

Select **Initiate and Request Review** to submit your plan.

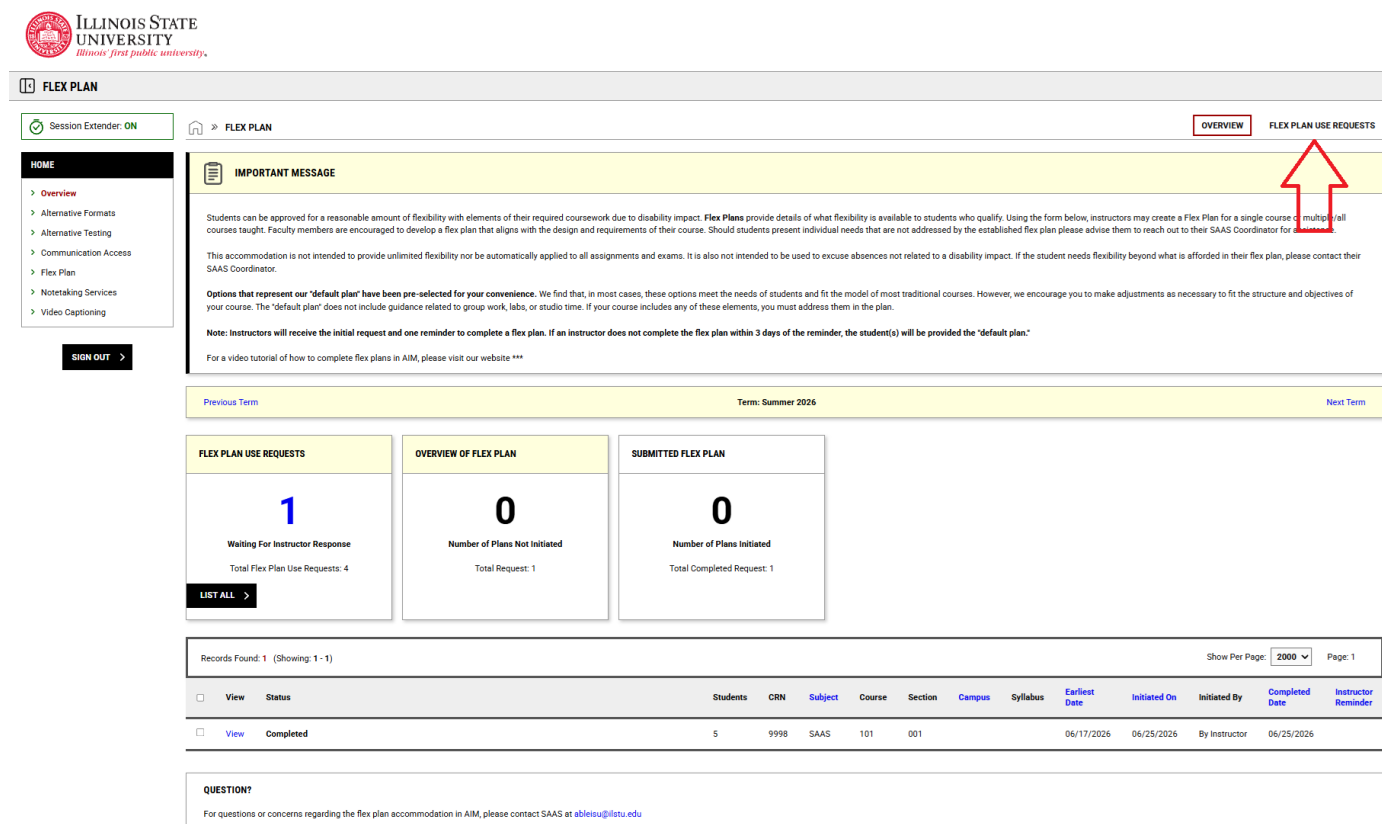
SAAS will review your submission, and both you and the student will be notified when it is approved.

If you need assistance at any point, please contact SAAS.

Managing Flex Plan Requests

When a student needs to use their flexibility accommodation, they will submit a request through their SAAS portal. You'll receive an email directing you back to the Instructor Portal.

On the **Flex Plan** page, go to the **Flex Plan Use Requests** section. Select the number listed to view pending requests.



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FLEX PLAN

Session Extender: ON

OVERVIEW **FLEX PLAN USE REQUESTS**

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IMPORTANT MESSAGE

Students can be approved for a reasonable amount of flexibility with elements of their required coursework due to disability impact. **Flex Plans** provide details of what flexibility is available to students who qualify. Using the form below, instructors may create a Flex Plan for a single course or multiple/all courses taught. Faculty members are encouraged to develop a flex plan that aligns with the design and requirements of their course. Should students present individual needs that are not addressed by the established flex plan please advise them to reach out to their SAAS Coordinator for assistance.

This accommodation is not intended to provide unlimited flexibility nor be automatically applied to all assignments and exams. It is also not intended to be used to excuse absences not related to a disability impact. If the student needs flexibility beyond what is afforded in their flex plan, please contact their SAAS Coordinator.

Options that represent our 'default plan' have been pre-selected for your convenience. We find that, in most cases, these options meet the needs of students and fit the model of most traditional courses. However, we encourage you to make adjustments as necessary to fit the structure and objectives of your course. The "default plan" does not include guidance related to group work, labs, or studio time. If your course includes any of these elements, you must address them in the plan.

Note: Instructors will receive the initial request and one reminder to complete a flex plan. If an instructor does not complete the flex plan within 3 days of the reminder, the student(s) will be provided the "default plan."

For a video tutorial of how to complete flex plans in AIM, please visit our website ***

Previous Term Term: Summer 2026 Next Term

FLEX PLAN USE REQUESTS **OVERVIEW OF FLEX PLAN** **SUBMITTED FLEX PLAN**

1
Waiting For Instructor Response
Total Flex Plan Use Requests: 4
LIST ALL

0
Number of Plans Not Initiated
Total Request: 1

0
Number of Plans Initiated
Total Completed Request: 1

Records Found: 1 (Showing 1 - 1) Show Per Page: 2000 Page: 1

☐ View	Status	Students	CRN	Subject	Course	Section	Campus	Syllabus	Earliest Date	Initiated On	Initiated By	Completed Date	Instructor Reminder
☐ View	Completed	5	9998	SAAS	101	001			06/17/2026	06/25/2026	By Instructor	06/25/2026	

QUESTION?

For questions or concerns regarding the flex plan accommodation in AIM, please contact SAAS at ableisu@ilstu.edu

Choose **View** to respond. You can approve the request or submit feedback or a concern.

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Currently Viewing: Waiting For Instructor Response **VIEW ALL**

Records Found: 2 (Showing: 1 - 2)
Show Per Page: Page: 1

View	Status	Date	CRN	Subject	Course	Section	Full Name	Campus	Initiated On	Accommodations
View	Waiting For Instructor Response	06/26/2026	9998	SAAS	101	001	Demo Student		06/26/2026	• Flexible Attendance
View	Waiting For Instructor Response	07/10/2026	9998	SAAS	101	001	Reggie Demo 2		07/09/2026	• Flexible Attendance

QUESTION?
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If you submit feedback, the SAAS coordinator will follow up as needed. If no follow-up occurs, the request has not been approved.

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Back to List:

VIEW PENDING

VIEW ALL

Note: Required fields are marked with an asterisk (*)

FLEX PLAN USE DETAIL

Status:

Waiting for Instructor Response

Class:

SAAS 101.001 - DEMO CLASS 2 (CRN: 9998)

Student:

Reggie Demo 2

Flex Plan Use Date:

07/16/2026

Flex Plan Use Summary:

Not Specified

Accommodations:

Flexible Attendance

Note for Student:

ACCEPT

LIST OF QUESTIONS

Question 1: Date of Flex Plan use:

07/16/2026

Question 2: I verify this absence is due to the impact of my disability/diagnosis.

Yes

CONCERN OR FEEDBACK

Reason:

Select One

Select One

Excessive Use of Flex Accommodation

Request is Retroactive

Request Not Aligned with Flex Plan Agreement

SUBMIT CONCERN OR FEEDBACK

QUESTION?

For questions or concerns regarding the flex plan accommodation in AIM, please contact SAAS at ahleisu@ilstu.edu

You can view all past requests by selecting **Flex Plan Use Requests** at the top of the page and selecting **View All**.

FLEX PLAN

Session Extender: ON

FLEX PLAN

OVERVIEW

FLEX PLAN USE REQUESTS

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