

DISABILITY ACCOMMODATION REQUEST FORM

Instructions: This form must be completed whenever an individual request for accommodations that would enable him/her to apply for employment, perform the essential duties of a position, or participate in a University programs or activity. (Please attach additional pages if necessary)

PART A: (To be completed by the individual requesting accommodation, or by the administrator receiving the request)

Name: _____ Social Sec. or ID: _____
Address: _____ Phone: _____

- Faculty/Academic Staff Student

REQUEST FOR REASONABLE ACCOMODATION: I need an accommodation for the reasons stated below (List essential function (s) that cannot be fully performed, and/or job related functional limitations):

Blank lines for listing reasons for accommodation request.

I am requesting the following accommodation (list possible devices, equipment or alternative methods/procedures):

Blank lines for listing requested accommodations.

Requestor's Signature _____ Date _____

If job applicant or current employee:

Classification Ranks/Title _____

Department/Division _____

Supervisor's Name _____ Phone: _____

PART B: ASSESSMENT AND RESOURCES/COUNSULTANTS USED

(Summarize actions taken to confirm essentials, secure relevant medical information, identify equipment/devices needed, and develop alternatives):

PART C: DISCCUSION/REVIEW OF ALTERNATIVES: A meeting was held on _____ between the supervisor and the requestor to discuss potential solutions. Proposed accommodation(s) discussed were:

Meeting attended by _____

PART D: FINAL DECISION (When/how accommodation(s) modification(s) will take place. Or, if denied explain fully):

Approved Denied Modified Estimated cost of the Accommodation \$_____

Requestor signature: I agree with accommodation(s) provided: _____

Form Completed by: _____ Date: _____

Department: _____ Phone: _____

Distribution of Copies:

- 1. Administration Office
(Academic Affairs,
Human Resources or
Student Support Services)
- 2. Employee/Requestor
- 3. Supervisor/Unit Administrator