



INDIANA UNIVERSITY
NORTHWEST

**Request for Accommodations under the ADA
(Americans with Disabilities Act)
Employees and Students**

Instructions: *This form must be completed whenever an individual request an accommodation 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 request)

Name: _____ University/Other ID: _____

Address: _____ Phone: _____

Please Check One:

Faculty/Academic

Staff

Student

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

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

Requestor's Signature _____

Date _____

If job applicant or current employee:

Classification Ranks/Title _____

Department/Division _____

Supervisor's Name _____ Phone: _____

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PART B: ASSESSMENT AND RESOURCES/CONSULTANTS USED (Summarize actions taken to confirm essential functions, secure relevant medical information, identify equipment/devices need, and develop alternatives):

PART C: DISCUSSION/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 Estimate cost of Accommodation \$_____

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

Form completed by: _____ Date: _____

Department: _____ Phone: _____

Distribution of copies:

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