

Questions to document the reason for the accommodation request

1. What, if any, job function are you having difficulty performing?

2. What limitation is interfering with your ability to perform your job or access an employment benefit?

3. Have you had any accommodations in the past for this same limitation?
 - a. Yes
 - b. No
 - c. If yes, what were they and how effective were they?

4. If you are requesting specific accommodation, how will that accommodation assist you?

Other

1. Please provide any additional information that might be useful in processing your accommodation request:

Signature

Date

Return this form to the Office of Human Resources