

**CONFIDENTIAL**

**FORMAL REQUEST FOR WORKPLACE ACCOMMODATION**

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Name:

Home Address:

Unit/Department:

Position:

Please check your preferred method of contact: work, home/cell, or email

Work Phone:

Home/Cell phone:

E-mail:

Supervisor:

Supervisor Phone:

Supervisor E-mail:

Department:

Department Head:

**Questions to document the reason for accommodation request(s):**

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

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

Have you had any accommodations in the past for this same limitation? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what were they and how effective were they?

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

**Questions to clarify accommodation(s) requested:**

I am able to perform the essential functions of my job with an accommodation. In providing my response I have reviewed the position description for this position. I am requesting the following accommodations to perform the essential functions of my job:

If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore? Yes \_\_\_\_\_ No \_\_\_\_\_

If **yes**, please explain.

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

By signing this form, I acknowledge that I have read KU's Disability and ADA Issues in Employment Policy (<http://policy.ku.edu/IOA/disability-ADA-issues>), KU's Disability Accommodation Procedures, and have had the opportunity to review an optional resource related to my health condition from the Job Accommodation Network (This information can be found on page 5).

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to [hrdept@ku.edu](mailto:hrdept@ku.edu), fax, or intercampus mail with  
Attention: The ADA Resource Center for Equity and Accessibility.  
Questions? Call 864-4946.**

Please refer to the Job Accommodation Network website for additional accommodation information. The Job Accommodation Network website has a variety of resources and information for employees who are making an accommodation request. JAN's Searchable Online Accommodation Resource (SOAR) system is designed to let users explore various accommodation options for people with disabilities in work and educational settings. These accommodation ideas are not all inclusive. If you do not find answers to your questions, please contact JAN directly. The staff of experienced consultants is happy to discuss specific accommodation needs in a confidential manner. You can also contact the ADA Resource Center for Equity and Accessibility with any questions. Please see the website information for the Job Accommodation Network below.

Main Website: <http://askjan.org/index.html>

Searchable Online Accommodation Resource Page: <http://askjan.org/soar/index.htm>

Accommodation Ideas by Occupation: <http://askjan.org/media/occind.htm>

A to Z Disability List: <http://askjan.org/media/atoz.htm>