



ADA Request for Accommodation Form

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact .

This form is used by Human Resources to review requested accommodations submitted by employees.

Please do not use abbreviations on any of the fields.

Employee Name (print)	Employee ID	Date
Supervisor Name (print)	Job Title	
Employee's Department (Please do not abbreviate department name – print only)	Employee's Work Phone	
Employee's Work schedule (check all that apply) <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday Hours _____		

In accordance with State and Federal law, Mobile County Public Schools (MCPSS) will not discriminate against a qualified individual with a disability in matters such as job application procedures; hiring, advancement or discharge practices; compensation; job training; or other terms, conditions, and privileges of employment.

Employees who request an accommodation are responsible for obtaining a medical statement that contains a diagnosis, prognosis and the major life function that is substantially limited. This medical statement should include an evaluation as to the effect that the impairment has on the employee's or prospective employee's ability to perform the duties associated with the position.

A request for reasonable accommodation(s) cannot be denied without the review and concurrence of Human Resources Department (HR) and approval by the Executive Manager of Human Resources.

Definitions

Disability – The term “disability” means, with respect to an individual, a physical or mental impairment that substantially limits one or more major life activities of such individual; a record of such impairment; or being regarded as having such an impairment.

Qualified Individual – A qualified individual means an individual who, with or without reasonable accommodations, can perform the essential functions of the employment position that such individual holds or desires.

Reasonable Accommodations – Reasonable accommodations may include making existing facilities used by employees, students and the public readily accessible to and usable by individuals with disabilities; job restructuring, part-time or modified work schedules; reassignment to a vacant position; acquisition or modification of equipment or devices; appropriate adjustment or modifications of examinations, training materials or policies; the provision of qualified readers or interpreters; and other similar accommodations for individuals with disabilities.

Undue Hardship – Undue hardship means an action requiring significant difficulty or expense when considered in light of the following factors:

- (a) The nature and cost of the accommodation needed;

- (b) The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation; the number of persons employed at such facility, the effect on expenses and resources; or the impact otherwise of such accommodation upon the operation of the facility;
- (c) The overall financial resources of the covered entity; the overall size of the business of a covered entity with respect to the number of its employees; the number, type, and location of its facilities; and
- (d) The type of operation or operations of the covered entity, including the composition, structure and functions of the workforce of such entity; the geographic separateness, administrative or fiscal relationship of the facility or facilities in question to the covered entity.

1. What specific accommodations are you requesting? Please provide, if possible, a description (i.e., if you are requesting a piece of equipment or device, please provide description, manufacturer, cost, where to order, etc.).

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

3. Is your accommodation request time sensitive? If yes, please explain in the space provided below? Yes No

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

5. What, if any, employment benefit are you having difficulty accessing?

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

7. Have you ever had any accommodations or job modifications in the past for the same limitation? If yes, what were they and how effective were they? Yes No

8. If you are requesting an accommodation or job modification, how will that accommodation assist in doing the essential job functions of your job?

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

I give Mobile County Public Schools permission to explore coverage and reasonable accommodations under the Americans with Disabilities Act. This may include speaking to appropriate MCPSS personnel and/or my health care professional. I understand that all information obtained during this process will be maintained and used in accordance with ADA confidentiality requirements. I understand that I will be required to provide appropriate documentation of my disability, including the impact of my limitations on my ability to perform the essential functions of my job. I further understand that MCPSS has the right to determine which effective reasonable accommodation will be provided.

Employee name (print)

Employee name (signature)

Date

SUBMIT FORM or for ASSISTANCE:
Human Resources Department - Building G
1 Magnum Pass, Mobile AL 36618
hr@mcpss.com or Fax 251.221.6264

Office Use Only

Date received	Received by
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INTERACTIVE ADA ACCOMMODATIONS PROCESS: WHAT TO EXPECT

