



# EMPLOYEE ACCOMMODATION REQUEST FORM

IN CONFIDENCE

Reasonable accommodations may be needed to provide equal access and opportunities to qualified individuals with disabilities. If you are a University employee with special needs that are the result of a disability and you believe that reasonable accommodations will assist you in the performance of your job, please complete this form and return it to the address listed at the bottom of the page.

EMPLOYEE NAME _____	Employee ID _____	HOME PHONE _____
JOB TITLE _____	WORK LOCATION (building) _____	
COLLEGE/DEPT _____	WORK PHONE _____	
SUPERVISOR _____	SUPERVISOR PHONE _____	
WORK SCHEDULE (DAYS AND HOURS) _____		

**Please use back of sheet if you need more room to answer any questions listed below.**

1. Please describe the physical, mental, or cognitive impairment(s) that limit your ability to do your job.
  
2. Describe the accommodations you are requesting. Be as specific as possible (i.e. If you are requesting a piece of equipment or a device, please provide description, manufacturer, cost, where to order, etc.)
  
3. Describe how the requested accommodations will enable you to perform your job.
  
4. Please provide any other information that might help the Georgia Institute of Technology evaluate your request.

I give the Georgia Institute of Technology permission to explore coverage and reasonable accommodations under the Americans with Disabilities Act. This may include speaking to appropriate University 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 further understand that I will be required to provide appropriate documentation of my disability, including the impact of the functional limitations on my ability to perform the essential functions of my job.

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

**RETURN FORM TO:**  
 Georgia Institute of Technology  
 Human Resources, Employee Relations Services  
 500 Tech Parkway  
 Atlanta, GA 30332-0435  
 Tel: 404-894-3249 / Fax: 404-385-0587