DUTCHESS COMMUNITY COLLEGE REASONABLE ACCOMMODATION REQUEST FORM FOR EMPLOYEES

Α.	Ouestions to	clarify	accommodation	requested.

What specific accommodation are you requesting?		
If you are not sure what accommodation is needed, do you have a suggestions about what options we can explore? If <i>yes</i> , please explain.	any YES	NO
Is your accommodation request time sensitive?	YES	NO
If yes, please explain.		
B. Questions to document the reason for accommodation request.		
What, if any, job function are you having difficulty performing?		

What limitation is interfering with your abilit	ty to perform your job or access an employment benefit?			
Have you had any accommodations in the pa If <i>yes</i> , what were they and how effective wer		YES	NO	
If you are requesting a specific accommodati	ion, how will that accommoda	ation assist yo	u?	
C. Other. Please provide any additional information that request:	at might be useful in processi	ng your accor	nmodation	
Employee Signature	Date	_		
Job Title	Department		-	
Return this form to: Director of Human Resources Dutchess Community College				

Dutchess Community College 53 Pendell Road Poughkeepsie, NY 12601