

DUTCHESS COMMUNITY COLLEGE
REASONABLE ACCOMMODATION REQUEST FORM FOR
EMPLOYEES

A. Questions to clarify accommodation requested.

What specific accommodation are you requesting?

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.

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, if any, employment benefit are you having difficulty accessing?

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?

C. Other.

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

Employee Signature

Date

Job Title

Department

Return this form to:
Director of Human Resources
Dutchess Community College
53 Pendell Road
Poughkeepsie, NY 12601