

# Employee Accommodation Request Form

Kutztown University Disability Services Office (DSO)

## Part 1: Demographic Information

Name:

Date of Request:

Job Title/Department:

Preferred Email Address:

Cell Phone #:

Office Phone #:

## Part 2: Disability Impact and Accommodation Requests

1. Describe the disability/disabilities or diagnosis/diagnoses for which you are requesting accommodations.
2. Describe the functions of the job (or job interview) that cannot be performed without accommodations, or describe the barriers to equal access to benefits.
3. Are these essential functions of the job?
4. What accommodations are you requesting?

I understand that some information regarding my disability and limitations will be disclosed to Human Resources, my supervisor, manager, or chair and/or Dean, in order to respond to this request and assess whether a particular accommodation will be effective.

Signature

Date

Kutztown University does not discriminate in employment or educational opportunities on the basis of sex, race, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity, or veteran status. To discuss a complain of discrimination, please contact the University's Title IX Coordinator located in the Office of Social Equity, Old Main A-Wing, Room 02, by phone at 610-683-4700 or by email at [pena@kutztown.edu](mailto:pena@kutztown.edu) or the Office for Civil Rights located in the Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue, SW, Washington, DC 20202-1100, by phone at 800-421-3481 (TDD: 800-877-8339), by fax at 202-453-6012, or by email at [OCR@ed.gov](mailto:OCR@ed.gov).

Kutztown University Disability Services Office (DSO) contact information:

Voice: (610) 683-4108

TTY: (610) 683-4499

FAX: (610) 683-1520

Email: [DSO@kutztown.edu](mailto:DSO@kutztown.edu)

Website: [www.kutztown.edu/DSO](http://www.kutztown.edu/DSO)