

**CONFIDENTIAL**

All information shared with the University through the ADA evaluation and/or reasonable accommodation process will be maintained separate from personnel files and in accordance with all ADA requirements.

**Reasonable Accommodation Request Form**

Individuals who are employed at Purdue University and are requesting reasonable accommodation(s) under the Americans with Disabilities Act of 1990 (ADA) are encouraged to complete this form in its entirety. If you are unable to complete this form on your own, someone else may complete the form on your behalf. Completed forms are to be returned to the Assistant Director for Compliance and Disability Services, Affirmative Action Office, in the American Railway Building, or to the ADA/Leaves/CDL Program Consultant, Human Resource Services, in Freehafer Hall.

**To be completed by Employee**

\_\_\_\_\_  
*Request Date*

\_\_\_\_\_  
*Name (please print)*

\_\_\_\_\_  
*Email Address*

\_\_\_\_\_  
*Position Title*

\_\_\_\_\_  
*Department*

\_\_\_\_\_  
*Campus Address*

\_\_\_\_\_  
*Campus Telephone*

\_\_\_\_\_  
*Supervisor's Name*

\_\_\_\_\_  
*Supervisor's Telephone*

- 1. Identify the physical and/or mental impairment(s) for which you are requesting accommodation and the expected duration of the impairment(s). Include the date of diagnosis.**

**2. Explain how the impairment(s) listed above affect(s) your ability to perform the essential functions of your position. If you are a new employee, state the anticipated difficulties you foresee in completing your job duties. Be as specific as possible regarding the job duties you are having difficulty performing or believe you will have difficulty performing.**

**3. List the accommodation(s) you are requesting in order to perform your essential job functions.**

**4. Add any comments you feel may be helpful in our consideration of your request.**

**5. Medical verification of the impairment(s) (check the appropriate box):**

**I have enclosed the applicable medical documents with this request.**

**The disability and need for a reasonable accommodation is obvious and no medical documentation is needed. Explain.**

**\*NOTE:** Purdue University reserves the right to request documentation if the evaluator believes more information is needed to appropriately assess your condition, functional limitations, and/or request for reasonable accommodation.