



SCRS-IL

Southern California
Resource Services for
Independent Living

REASONABLE ACCOMMODATION REQUEST FORM

SECTION A: Questions to clarify accommodation requested.

What specific accommodation are you requesting?

If you are not sure what accommodation is needed, do you have 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.

SECTION B: Questions to document 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?

If you are requesting a specific accommodation, how will that accommodation assist you?

SECTION C: Other.

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

Employee signature

Date

Return this form to your supervisor.