



Be Peace. Choose Peace. Create Peace.

ACCOMMODATION REQUEST FORM

Instructions

1. Complete Part 1 and Part 2. Write as much as you wish to provide a full report. *Text boxes are set to scroll so that you can enter as much information as you wish. You are not limited by the visible area.*
2. Save the document in PDF format with the name “Accommodation Request—Last Name, First Initial.” Save it to your personal folder in the All Staff files library (if you have access to the files library), or to your personal computer.
3. Submit the form as an attachment to people@peacethroughaction.org.
4. Peace Through Action USA will review your request and begin an interactive process to develop a reasonable accommodation plan. We will write our proposed plan in Part 3. We will return the form to you to either accept or reject the first plan. If accepted, both parties will sign the plan in Part 4. If rejected, both parties will return to the interactive process to develop an alternative plan in Part 5 and accept or reject it in Part 6.

PART 1: NAME AND CONTACT INFORMATION

Requester Name	Enter your first name, last name, and suffix (if applicable).
Contact Information	Enter your US mail address, email address and telephone number, if we do not already have this information about you. US Mail Address: Email Address: Telephone Number:
Request Date	Enter date on which you are making accommodation request.

PART 2: QUESTIONS TO DOCUMENT THE REASON FOR AND CLARIFY THE ACCOMMODATION REQUEST

What, if any, position duties are you having difficulty performing?

What limitation is interfering with your ability to perform this position's duties?



What specific accommodation are you requesting?

Have you had any accommodation in the past for this same limitation? Yes No
If "Yes," what was it? How effective was it?

If you are not sure what accommodation is needed, do you have any suggestions about options we can explore? Yes No
If "Yes," please suggest.

Please provide any additional information or attach any supporting documentation that you feel might be useful in our responding to your accommodation request.

PART 3: FIRST PROPOSED REASONABLE ACCOMODATION PLAN

Peace Through Action USA proposes the following reasonable accommodation plan in response to your request for accommodation.

PART 4: REACTION TO FIRST REASONABLE ACCOMODATION PLAN

I accept the reasonable accommodation plan Peace Through Action USA proposes in Part 3.
Yes No

If "Yes," both parties consider this plan accepted. If "No," Peace Through Action USA will attempt to propose an alternative reasonable accommodation plan.

My Typed Name and Date Here Represents My Signature:

Peace Through Action USA Typed Signature and Date:

PART 5: SECOND PROPOSED REASONABLE ACCOMODATION PLAN

Peace Through Action USA proposes the following reasonable accommodation plan in response to your request for accommodation.

PART 6: REACTION TO SECOND REASONABLE ACCOMODATION PLAN

I accept the reasonable accommodation plan Peace Through Action USA proposes in Part 5.

Yes No

If "Yes," both parties consider this plan accepted. If "No," Peace Through Action and the position holder will consider alternative resolutions to this matter.

My Typed Name and Date Here Represents My Signature:

Peace Through Action USA Typed Signature and Date:
