

## Accommodation Request Report

Instructions: This form should be used to report accommodation requests received by the agency throughout the fiscal year.

Agency: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

Name and title of person completing form: \_\_\_\_\_

Did the agency receive any requests from applicants or employees for reasonable accommodation during the year? YES\_\_\_\_ NO\_\_\_\_

If the agency received accommodation requests, provide the following information:

Type of Accommodation Request	Number of Request	Granted / Denied	Estimated Cost
Structural Modification			
Job Restructuring			
Reassignment			
Purchase of Equipment			
Modification of Equipment			
Work Schedule Modification			
Workstation Relocation			
Modifying Workplace Policies			
Reader Service			
Interpreter Service			
Training			
Parking			
Other:			

If the agency experienced any problem(s) regarding a provision of reasonable accommodation, describe the problem below.