**Reasonable Accommodation Intake Form**

The Americans with Disabilities Act (ADA) protects qualified individuals with disabilities from employment discrimination. Reasonable accommodation is a key nondiscrimination requirement under the ADA. All requests are handled on a case-by-case basis.

Visit <https://www.dol.gov/general/topic/disability/ada> for Federal Government information

**Employee Information\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name: Click or tap here to enter text. Date: Click or tap to enter a date.

Banner #: Click or tap here to enter text. Job Title: Click or tap here to enter text.

Department: Click or tap here to enter text. Supervisor: Click or tap here to enter text.

Umpqua Email: Click or tap here to enter text.

**Accommodation Request Details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Do you have a physical or mental impairment that is limiting your ability to perform your job duties or access to other job-related activities or benefits?  YES  NO

Describe the job duties or functions you are having difficulty performing:

Click or tap here to enter text.

Are you having difficulty accessing other employment-related activities or benefits? If yes, please explain.  YES  NO

Click or tap here to enter text.

**Accommodation Being Requested\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Are you requesting accommodations under the ADA?  YES  NO

Click or tap here to enter text.

What specific accommodation are you requesting?

Click or tap here to enter text.

How will this accommodation assist you in completing your job duties?

Click or tap here to enter text.

If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore?

Click or tap here to enter text.