



# Reasonable Accommodation Request Form

## Office of Equal Opportunity & Compliance

### Instructions:

The Reasonable Accommodation Request Form (RARF) must be used when a Requestor seeks a (non-scholastic) accommodation due to a documented disability. To make a request for an accommodation the requestor must:

- Review the [Americans with Disabilities Act and Reasonable Accommodation Policy & Procedures](#).
- Complete this form and return it to Amber Wagner, ADA Coordinator, 6200 University Center, Bldg. A, Tallahassee, FL 32306-2410 or via fax at (850) 645-9504 or electronically to: [amwagner@admin.fsu.edu](mailto:amwagner@admin.fsu.edu).
- Submit a Medical Certification of Disability form, if determined necessary by the ADA Coordinator.

**Please note:** After receiving all documentation, the ADA coordinator will utilize an interactive process with the Requestor and the appropriate approving authority within the department to determine what accommodation(s) is appropriate and reasonable under the circumstances.

### Contact Information (To be completed by the Requestor)

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Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

FSU Affiliation: ( ) Faculty ( ) Staff ( ) Applicant ( ) Other: \_\_\_\_\_

Primary Telephone: \_\_\_\_\_ Alternate Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Activity/Job Title: \_\_\_\_\_

College/Division: \_\_\_\_\_ Department: \_\_\_\_\_

Coordinator/Supervisor: \_\_\_\_\_

Work Schedule (days/hours; full-time; part-time): \_\_\_\_\_

Work Location: \_\_\_\_\_

Questions regarding this form or the University's ADA policy and procedures may be directed to Amber Wagner at 645.1458 or [amwagner@admin.fsu.edu](mailto:amwagner@admin.fsu.edu)

**Submit to the ADA Coordinator**



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**Accommodation Request** (To be completed by the Requestor)

*Attach additional pages if necessary*

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A. Indicate the physical and/or mental impairment(s) that lead to this request for reasonable accommodation and, if applicable, the expected duration of the impairment(s). Please note that it is not necessary to indicate a specific medical diagnosis.

B. Explain how the impairment(s) affect the ability to successfully complete your activity/job at FSU.

C. Specifically describe the accommodation(s) you are proposing.

**Release of Information:** I hereby authorize the release of the above information to The Florida State University, in conjunction with the Medical Certification of Disability, for the purpose of determining if I am a qualified individual with a disability and the appropriateness of the requested reasonable accommodation(s). I further authorize The Florida State University to seek clarification of this document and the Medical Certification of Disability, if necessary, by contacting my physician or care provider.

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

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**Submit to the ADA Coordinator**