



Port Jervis CITY SCHOOL DISTRICT

Administrative Offices
9 Thompson Street
Port Jervis, New York 12771
District Office Tel 845-858-3100

Proud Past. Bright Future

Dr. John Bell, Superintendent of Schools ~ **John Timm**, Asst. Superintendent for Business ~ **Dr. Natasha Walkowicz**, Asst. Superintendent for Instruction

Section 504 Rehabilitation Act and Americans with Disabilities Act Accommodation Request Form

For _____
Print Applicant's Name and, if applicable, Employee ID#

STATEMENT

Pursuant to Section 504 of the Rehabilitation Act of 1973, et al, the Americans with Disabilities Act and the Americans with Disabilities Amendments Act of 2008, the Port Jervis City School District ("District"), will provide reasonable accommodations for (A) its qualified, disabled employees, provided the employees can perform the essential functions of their respective jobs, and (b) all other applicants that, by law, the District is required to accommodate. The information provided will be kept confidential, shared only on a need to know basis with only those persons who: (1) will provide the accommodation to the employee, (2) purchase materials on behalf of the District related to the employee's request for an accommodation, (3) audit the expenditure of District funds, but only to the extent necessary to substantiate the District expenditure of district funds for such purpose, (4) provide advice or guidance to the District concerning the employee's request for an accommodation such as District counsel, doctors or other persons employed or retained by the District who will review, determine, or advise the District regarding the appropriate reasonable accommodation for an employee, or determine the employee's fitness for duty. The District may also share information with other persons not identified herein, with the express written consent of the employee.

INSTRUCTIONS

The individual requesting an accommodation must file this form with the District's 504/ADA Accommodation Officer (at the address in the heading of this form), along with any supporting medical documentation. The supporting documentation accompanying the request for an accommodation should include the following:

- (1) A description of any accommodation the employee has received in the past;***
- (2) A statement of the job functions the Employee requires an accommodation to perform;***
- (3) The anticipated length of the disability;***
- (4) A description of the requested accommodation; and***
- (5) To the extent that the employee's disability is not obvious on its face or otherwise known to the District, the Employee will be asked to produce medical documentation supporting the request for an accommodation. Such documentation should be sent directly to the District and be signed by the employee's doctor or other appropriate, qualified, medical professional familiar with the employee's physical or mental limitations and the need for an accommodation.***

The applicant should submit any supporting documentation directly to:

Tanya M. Duryea, 504 Compliance Officer

**Port Jervis City School District
9 Thompson Street
Port Jervis, New York 12771**

If hand-carried by the applicant, the applicant should deliver the documentation in a sealed envelope.

Upon receipt of the fully executed application, the accommodation request will be reviewed in a timely manner by, or on behalf of, the 504 Accommodations Committee ("504 Committee"). The 504/ADA Accommodation Officer will notify the applicant in writing of the 504 Committee's determination. Employee-applicants are requested to continue to report to their respective location pending the 504 Committee's determination.