

**REQUEST FOR ACCOMMODATION BY PERSONS WITH COMMUNICATION DISABILITIES**

Section 504 of the Rehabilitation Act of 1973 and Title II of the American with Disabilities Act of 1990

**CONTACT INFORMATION** *Please type or print legibly.*

Name of person needing accommodation: \_\_\_\_\_ Date of request: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Is the person needing an accommodation:                  Student                  Employee                  Visitor

If person needing accommodation is not the individual completing this form, please provide your information:

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

E-mail or Other Contact Information: \_\_\_\_\_

**REQUEST**

Select one:                  sign language interpreter                  assistive listening device                  other service needed

Brief description of preferred type accommodation requested:

To better assist us in providing the requested accommodation, please provide a brief statement of why the accommodation is needed:

Program/Facility Location: \_\_\_\_\_

Date \_\_\_\_\_ Time: \_\_\_\_\_ and location at program/facility where accommodation is needed:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit the completed form to the site administration front office where accommodation is needed. Requests for accommodations must be made as far in advance as possible, and in order for the district to properly provide the accommodation, the request should be made no fewer than 8 business days before the requested implementation date. If a request is made with fewer than 8 business days' notice, the district may or may not be able to provide the requested accommodation. Please keep a copy of this form for your records and future reference. For more information or assistance in completing the form, please contact the site administration or the ADA Compliance Administrator: Christina Bennett, ADA Compliance Administrator, 684 Requeza Street, Encinitas, CA 92024, (760)753-6491, christina.bennett@sduhsd.net.