

UW-MADISON ACADEMIC STAFF  
 DISABILITY ACCOMMODATION  
 REQUEST FORM  
 CONFIDENTIAL

**Employee Instructions:**

- Complete Section I only
- Print and sign form
- Make a copy for your records
- Send Original form to your DLR\* in a "Confidential" envelope

\*To identify your DDR (Divisional Disability Representative), go to [www.oed.wisc.edu/disability](http://www.oed.wisc.edu/disability), select Divisional Disability Representative, scroll down to your division or contact the Office for Equity and Diversity at 263-2378.

**Section I: Employee (Complete Section I only. Submit entire form to supervisor.)**

Division, School or College	1.	Employing Unit	2.
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Position Title	3.	Date of Request	4.
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**FOR INFORMAL REQUESTS, GO TO 9. BELOW**

Name	5.	Signature	6.
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7. My disability is (e.g., visual impairment, arthritis): \_\_\_\_\_  
 \_\_\_\_\_

8. My disability impairs my ability to perform assigned job duties in the following way (attach additional pages if necessary):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. The reasonable accommodation I am requesting is (attach additional pages if necessary): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Section II: Employer (Refer to campus "Academic Staff Disability Accommodation Policy.")**

10. Accommodation Request Decision:    \_ Approved    \_ Modified    \_ Denied

11. (If modified or denied, attach a description of the modification and provide rationale for modification or denial.)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of person making decision	12.	Cost of Accommodation	Estimate _	13.
			Actual _	
Signature	14.	Date		15.

After decision, DDR will distribute as follows:

**Original** - Office for Equity and Diversity, **Copy 1** - Employee, **Copy 2** - Division **Confidential** file.

DDR will notify supervisor of accommodations(s) to be provided.