



## REASONABLE ACCOMMODATION REQUEST FORM

William Paterson University is committed to adherence to federal, state, local laws and regulations and will make a good faith effort to provide reasonable accommodations to qualified individuals with disabilities. The purpose of this form is to support the request for an accommodation and to assist the University in determining whether a reasonable accommodation is appropriate. **Information received will be treated as confidential and maintained separately from personnel records.**

Employee's Name:	Job Title:
Department:	Work Ext.:
Supervisor:	Supv. Ext:
<b>1. What is the nature of your condition?</b> Medical documentation may be required to determine if you are a qualified individual with a disability. (Attach additional page(s) if necessary)	
<b>2. What part(s) of your job duties are you having difficulty performing? Describe how your condition limits your ability to perform one or more essential functions of your job.</b> (Attach additional page(s) if necessary)	
<b>3. Please describe the accommodations you believe may be appropriate:</b>	
<b>4. Please provide any additional information or comments you believe may be helpful in the consideration of your request:</b>	



**AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION  
IN CONNECTION WITH REQUEST FOR REASONABLE ACCOMMODATION**

Employee's Name:	Job Title:
Name of treating Physician/Medical Provider:	
Address:	Phone:

I authorize my physician, or any other professional who may share in my care, to release to William Paterson University, Office of Human Resources, any and all information required **with respect to my condition and work accommodation(s) request.**

If the information submitted in response to the University's initial request for medical documentation does not clearly explain the nature of the disability or the need for a reasonable accommodation, the University may request reasonable supplemental documentation.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this information to:

Director of Human Resources  
William Paterson University  
358 Hamburg Turnpike  
Wayne, NJ 07474

Or Fax to

Confidential Fax (973)720-3694

Questions in reference to this request may be directed to the Office of Human Resources at (973)720-3594.