

Gadsden Independent School District
P.O. Drawer 70, Anthony, New Mexico 88021 Tel: (505) 882-6276

**Employee Request for Accommodations under Section 504 of the Rehabilitation Act
of 1973 and the Americans with Disabilities Act**

A disabled person under Section 504 and ADA is a person who has a physical or mental impairment, which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. A qualified disabled person is a person who, with or without reasonable accommodations, can perform the essential functions of his/her job position. All employees are to receive a copy of the Notice of Nondiscrimination wherein the employee's rights under Section 504 and the ADA are explained.

Employee Name: _____ SSN# _____

Current Position _____ Employment Site: _____ Tele: _____

Mailing Address: _____

1. Description of the employee's physical or mental Impairment

Diagnosis _____ Prognosis _____

Medications _____ Labs done routinely _____

Current Medical Treatment _____

** (Medical documentation needs to be submitted with request to verify medical condition) **

2. Describe how the physical or mental impairment is interfering with the employee's ability to perform the essential functions of his or her current job position:

3. Describe the accommodations requested that you need in order to perform the essential functions of the current job position:

Employee Signature

Date

Please return this completed form to Lupita Chavez, ADA Specialist for Human Resources