

REQUESTING A REASONABLE ACCOMMODATION **(Attachment for Policy No. 104)**

How to Request an Accommodation

An employee or third party should request an accommodation in writing directly to the ADA/504 Program Coordinator, Deputy of Employee and Labor Relations in the Office of Talent, Suite 202, 440 North Broad Street.

In the accommodation request, the employee or third party seeking the accommodation should indicate the physical or mental impairment requiring the accommodation, should provide all medical reports supporting the request, should describe the functional limitation, and should provide specific accommodation suggestions.

If an employee or third party requests an accommodation from the building principal/immediate supervisor, building principal/immediate supervisor should refer the employee to the ADA/504 Program Coordinator, and should notify the ADA/504 Program Coordinator in writing of the referral.

Pursuant to Policy 904, third parties seeking an accommodation for access to or participation in public events should be directed to school building principal or the administrative organizer of the district event.

The District is dedicated to conducting the interactive process in good faith. Employees or third parties may not receive the specific accommodations requested, but, if accommodation is possible, he or she will receive a reasonable accommodation that allows the employee to perform the essential functions of his or her position or provides required access.

Complaint Procedure

All School District Employees who believe that they have been subject to conduct by an employee or third party that constitutes a violation of this policy, Policy 104, may file a complaint using the administrative procedures: [Procedures for Filing an Employment Complaint](#). This same procedure applies to applicants and third parties.

ADA/504 Program Coordinator:
Employee and Labor Relations
440 North Broad Street, Suite 202, Philadelphia, PA 19130
employeerelations@philasd.org
(215) 400-4640