



**Drake University  
Human Resources**

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<http://www.drake.edu/hr/>**

## **Employee Disability Accommodation Request Form**

Purpose: Consistent with the Americans with Disabilities Act (ADA), Iowa Civil Rights Act (ICRC), and

- 1) Please describe the physical or mental impairment/condition for which you are requesting an accommodation (Please note that it is not necessary to provide a specific medical diagnosis):

*\*Note: Please do not provide any genetic information in response to this question, consistent with the Genetic Information Nondiscrimination Act. "Genetic information" includes your family medical history, the results of your or your family member's genetic tests, the fact that you or your family member sought or received genetic services, and genetic information of a fetus or embryo.*

- 2) Please describe any limitations resulting from your condition that interfere with your ability to perform the essential functions of your position:

- 3) Please describe the accommodations you believe are needed to enable you to perform the essential functions of your position:

- 4) Are you requesting use of a Service Animal?  Yes  No

If yes, please include information or documentation to verify (1) the service animal is required because of a disability, and (2) the work or tasks which the animal has been trained to perform. (Deterring crime or providing emotional support, well-being, comfort, or companionship are not approved uses for a Service Animal under current federal regulations.)

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Any questions regarding the reasonable accommodation policy or process should be directed to Human Resources, 2507 University Avenue, Des Moines, IA 50311-4505, Phone: 515-271-3133. Please also visit the University's Human Resources Website: <http://www.drake.edu/hr/>