

**REASONABLE ACCOMMODATION REVIEW/
DOCUMENTATION OF DISABILITY FORM**

Job Corps policy requires that the Center Disability Coordinators engage an individual in the interactive reasonable accommodation process if the applicant or student either requests an accommodation (see the Job Corps Reasonable Accommodation Request Form–Program) or provides documentation of a disability. Center Disability Coordinators must use this form to document the interactive process for an applicant or student who has not requested accommodations, but who has provided documentation of the disability.

Name:		ID#:	
Address:		Phone:	
		E-mail:	

- Documentation source(s) (e.g., IEP, Chronic Care Management Plan, health documentation, etc.)
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I have met with the applicant/student by telephone in person to discuss his or her accommodation needs. The applicant/student:

- Has a drafted agreed upon accommodation plan pending enrollment* or has an agreed upon signed accommodation plan.
- Does not wish to receive accommodations. The applicant/student has been informed that s/he may request reasonable accommodation at any time.
- The center cannot agree to an accommodation plan. The Accommodation Recommendation for Denial Form and related documentation are being sent to the Regional Office for review.

Applicant/Student Signature **Date**

Parent/Guardian Signature **Date**

Disability Coordinator Signature **Date**

**Upon enrollment, the student's plan is entered into CIS, printed out and the student asked to review and sign the printed copy if in agreement. The student is given a copy of the signed plan and the original is stored in the accommodation file.*