



Cornell University
Cooperative Extension

Date of Initial Request: _____

1. Employee or Applicant Name: _____
2. Phone/ E-mail: _____
3. Address: _____
4. Reason for Request: _____

5. Preferred Accommodation Requested (be as specific as possible):

6. Alternative Accommodation Options (list all possible, be as specific as possible):

7. If accommodation is time sensitive, please explain:

8. Accommodation agreed upon:

Simple, minimal cost requests (e.g. change of seating, inexpensive technology, lighting, etc.) should be routinely offered. Complex requests which involve extensive effort or preparation, significant financial support, or requesting funding from external sources should be reviewed with supervisor, HR, and Association Executive Director.