



Your Right to Reasonable Accommodation

WHAT IS A REASONABLE ACCOMMODATION?

The ADA mandates that effective reasonable accommodations, absent undue hardship, be provided to qualified persons with disabilities, as defined by law, to ensure individuals are provided equal access to any programs, services, or activities of the District, and any benefits and privileges of employment are applied to everyone.

A “*reasonable accommodation*” is any appropriate measure that would enable a qualified individual with a disability to:

- enjoy equal access to the programs, services, or activities of the District;
- access equal employment opportunities, including benefits and privileges; and/or
- perform the essential functions of their job safely and fully, with or without modifications to allow them to do so.

HOW CAN I REQUEST AN ACCOMMODATION?

In accordance with School Board Policy GBA, an individual shall contact the District’s ADA Compliance Officer to begin the Interactive Process of requesting and exploring reasonable workplace accommodations. The following guidelines shall apply:

1. The individual shall contact the ADA Compliance Office via e-mail or phone, or complete the appropriate Request Form online at ada.ocps.net detailing the specific challenges, barriers, or accommodations needed.
2. The individual may be asked to provide information from their healthcare provider detailing specific restrictions, limitations, triggers, or other challenges that need to be considered when exploring accommodations.
3. The individual shall participate in discussions about possible accommodation solutions with the District’s ADA Compliance Office and be willing to try different forms of accommodation even if it is not the specific accommodation requested.

ADA COMPLIANCE OFFICE
Orange County Public Schools
Office of Legal Services
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