

<b>CONFIRMATION OF REQUEST FOR REASONABLE ACCOMMODATION</b>							
<b>1.</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><b>Applicant's or Employee's Name</b></td> <td style="width: 50%; padding: 5px;"><b>Applicant's or Employee's Telephone No.</b></td> </tr> <tr> <td style="padding: 5px;"><b>Today's Date</b></td> <td style="padding: 5px;"><b>Employee's Office</b></td> </tr> <tr> <td style="padding: 5px;"><b>Date of Request</b></td> <td></td> </tr> </table>	<b>Applicant's or Employee's Name</b>	<b>Applicant's or Employee's Telephone No.</b>	<b>Today's Date</b>	<b>Employee's Office</b>	<b>Date of Request</b>	
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<b>Today's Date</b>	<b>Employee's Office</b>						
<b>Date of Request</b>							
<b>2.</b>	<p><b>ACCOMMODATION REQUESTED.</b> <i>(Be as specific as possible, e.g., adaptive equipment, reader, interpreter)</i></p>						
<b>3.</b>	<p><b>REASON FOR REQUEST.</b></p> <p>If accommodation is time sensitive, please explain:</p> <p><b>Return Form to Reasonable Accommodation Program Manager</b>  <b>(Reasonable Accommodation Program Manager will assign number)</b></p>						
<b>4.</b>	<p>Log No.: _____</p>						

EEOC Form 557 Revised 2/2018