



Below is a draft for the **Accommodation Request Checklist**. This checklist is designed to guide you through preparing for and following up on a meeting to request disability accommodations. Feel free to customize it to fit your specific needs and situation.

Accommodation Request Checklist

Purpose:

Use this checklist to ensure you're fully prepared when requesting accommodations in educational or employment settings. Check off each step as you complete it and make notes where needed.

Pre-Meeting Preparation

Gather Documentation:

Obtain copies of your IEP, 504 Plan, or any relevant medical evaluations.

Organize any previous accommodation records that have been effective.

Identify Your Needs:

List the specific accommodations you require based on your disability evaluations.

Note any examples of how these accommodations have helped in the past.

Review Your Rights:

Familiarize yourself with key legal protections (e.g., ADA, Section 504, IDEA).

Refer to resources such as the "Understanding Your Rights" guide for reference.

Prepare Your Script:

Use the Self-Advocacy Script Template to outline your talking points.

Practice your script with a friend, family member, or advocate.

Schedule the Meeting:

Contact the appropriate office (e.g., disability services, HR) to schedule a dedicated meeting.

Confirm the meeting time, location, and who will be present.

During the Meeting**Communicate Clearly:**

Introduce yourself and explain your purpose using your prepared script.

Clearly state the accommodations you are requesting and the reasons behind them.

Engage in Active Dialogue:

Ask questions to clarify the process and any next steps.

Listen to feedback and note any suggestions or concerns.

Take Detailed Notes:

Record the key points of the discussion, including any agreed-upon actions.

Confirm next steps and timeline for implementation.

Post-Meeting Follow-Up

Document the Outcome:

Send a follow-up email summarizing the discussion and agreed next steps.

Request written confirmation of any accommodations if not already provided.

Monitor Implementation:

Keep track of when accommodations are implemented.

Evaluate their effectiveness and note any issues for future discussion.

Update Your Records:

Record all details in your Career Notebook or personal files.

Set reminders to review the accommodations and request adjustments if necessary.

Notes:

- Adjust this checklist based on your specific context (e.g., school, workplace).
 - Retain copies of all documentation and communications for your records.
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