

KSRE Reasonable Accommodations Request Form

KSRE Reasonable Accommodations Request Form

K-State Research and Extension and your local Extension unit strive to make programs and events accessible to all Kansans who are otherwise eligible to participate in the activities.

The first step in the accommodations process is to complete and submit the KSRE Reasonable Accommodations Request form. Please be advised that additional supporting medical documentation may be required.

We recognize that accommodations may be requested up to the date of the event. However, some accommodation requests require time to determine and coordinate. KSRE requests that this form be submitted **no later than four weeks prior to the event or activity**. Please note: we will continue to accept requests for accommodations up to and including the day of the event. Submitting accommodation requests as soon as possible increases our ability to provide the most effective accommodations. Please provide the following information:

Name of participant needing accommodation:

Full name (1) _____

Age (If under age 18) (2)

Contact person for participant needing accommodation:

- Full name (1) _____
 - Phone number (2) _____
 - Email (3) _____
 - Street address (4) _____
 - City, State, Zip (5) _____
-

Preferred Communication Method:

- Email (1)
 - Phone (2)
 - Zoom (3)
-

Extension professional contact at county/district level:

- Name (1) _____
- Extension Unit (2) _____
- Email (3) _____
- Phone (4) _____

Please provide the following information related to your accommodation request:

Name of event/activity/project: (1)

Date of the event: (2) _____

Time: (3) _____

Location of the event: (4)

Brief description of event/activity/project (5)

Please describe the specific accommodation, modification, or service you are requesting:

PLEASE NOTE:

If you have any questions regarding this form or the accommodation(s) process, please contact Emily Everts, Accommodations Specialist at eeverts@ksu.edu.

The final accommodation(s) granted may not be the same as proposed by the requestor. Medical documentation may be requested by the accommodations specialist. If medical documentation is required, the information will not be shared and will always remain confidential.