



# ADA Workplace Accommodation Appeal Form

## Instructions

The appeal process is intended to provide employees with the opportunity to bring forward questions regarding substantive or procedural errors that occurred during the accommodation review process. The appeal process is not intended to initiate a new accommodation review process at a higher level.

When an alternative resolution process is not successful, employees may formally appeal an accommodation denial. To do so, the employee must address in writing one or more of the following bases for appeal to the ADA Administrator:

- a. Identify the facts in the record that do not support the accommodation denial and explain why those facts warrant a different outcome.
- b. Identify new facts that were not known during the interactive process and state how these new facts would change the analysis and decision.

Please send the completed form by mail to:

ADA Administrator  
Human Resources Division  
Los Angeles Community College District  
770 Wilshire Boulevard, Fourth Floor  
Los Angeles, CA 90017  
213.891.2289

Completed form may also be submitted by email to:

[disabilityaccess@email.laccd.edu](mailto:disabilityaccess@email.laccd.edu)

## Contact Information

Name:

Classification or Job Title:

Work Phone Number:

Email address:

Supervisor:

Work Location (Choose one.):

City	Southwest
District office	Trade Tech
East	Valley
Harbor	Van De Kamp
Mission	West
Pierce	

If the person needing an accommodation is not the individual completing this form, please provide your information:

Name:

Telephone Number:

Email address or other contact information:

## Appeal Information

1. Location and date when original request was submitted:
2. Accommodation Requested:
3. Provide information regarding reason for appeal:
4. Have efforts been made to resolve your request for accommodation? (Choose one.)  
Yes            No  
If yes, what were the results.
5. What remedy do you propose?

Employee Signature:

Date