

Accommodation & Documentation Checklist

A practical record-keeping framework for disability-access requests.

A plain-language organizational tool for disability access requests. This is general education, not legal advice.

1**DESCRIBE THE ACCESS BARRIER**

Identify the task, process, environment, communication method, or rule creating difficulty. Focus on the functional barrier rather than disclosing more medical detail than is necessary.

2**REQUEST A SPECIFIC CHANGE**

Examples may include written communication, accessible format, additional processing time, remote participation, a quiet setting, or another reasonable modification depending on context. Ask for the response in writing when practical.

3**DOCUMENT THE PROCESS**

Record the date, time, location, names/titles, what you requested, what was offered or denied, witnesses, and copies of messages or forms.

4**KEEP THE REQUEST SOLUTION-FOCUSED**

State the barrier, the accommodation you believe would help, and the participation goal. If a request is denied, consider asking for the reason and any alternative accommodation in writing.

Simple Request Frame

"I am requesting an accommodation so I can participate effectively. I am requesting: _____. Please respond in writing."

RTH TAKEAWAY

Rules differ by setting. Employment, public access, housing, education, courts, transportation, and federally funded programs can use different legal standards and documentation rules.

Educational resource - not legal advice. Use current official guidance or qualified counsel for high-stakes disability-access decisions.