

## **ADA Questionnaire**

In order to fully evaluate and consider your request for reasonable accommodation, you need to provide Humboldt State University with documentation of your disability from a professional licensed to work with your specific disability. Your health provider or other licensed professional must submit documentation that includes the following information:

1. Your name
2. The name, address, phone number and areas of specialization of the professional documenting your disability.
3. Your diagnosis and the history of your disability (e.g. symptoms, age at onset, procedures used to diagnose the disability).
4. Duration of the treatment and frequency of contact with the professional documenting your disability. A summary description of your responsibility should be provided to your documenting professional to assist in his/her response.
5. Treatment for your disability and any side effects of the treatment
6. Your strengths and limitations in the work setting
7. Recommended accommodations and time periods to help address the limitations imposed by your disability.
8. Recommended frequency of re-evaluation of the accommodation(s) which may be provided.
9. Any other comments or information your documenting professional believes would be helpful.

Please complete the “Authorization for Release of Information” and provide a copy to your documenting professional and a copy to the Office of Human Resources.

The information you and your documenting professional provide will be maintained as confidential and separate from your employment records at Humboldt State University.

Sincerely,

Tammy Curtis, Director  
Human Resources