



FOOTHILL-DE ANZA
COMMUNITY COLLEGE DISTRICT

ADA'S REASONABLE ACCOMMODATION INTERACTIVE PROCESS

This is a general overview of the ADA's Interactive Process
- For reference only. Please see below link to the
REQUEST ADA Form: [https://hr.fhda.edu/_downloads/
Request%20for%20Accommodation%205.10.2022%20.pdf](https://hr.fhda.edu/_downloads/Request%20for%20Accommodation%205.10.2022%20.pdf)

PRE-MEETING WITH REQUESTOR

When your request form is complete,
we'll schedule a meeting with you to
discuss your reasonable
accommodation request and job
duties in more detail.

INITIAL INTERACTIVE PROCESS (IP) MEETING

We'll schedule an IP meeting with
you and your supervisor(s) to have
a good faith discussion regarding
your request, responsibilities, and
identify if and/or what possible
reasonable accommodations can
be made.

**STEP
1**

COMPLETE THE REQUEST FORM FOR YOUR ADA ACCOMODATION

Thoroughly complete the ADA
form, including the necessary
documentation. You'll receive an
acknowledgment email once we
receive your submission.

* A medical qustionnaire & or
medical supplemental Questionnaire
may need to be submitted

**STEP
2.0**

**STEP
2.5**

PRE-MEETING WITH SUPERVISOR(S)

We'll schedule a meeting with your
supervisor(s) to discuss your job
duties, responsibilities, the
department's
needs, and if and/or how the
District can support your request.

**STEP
3**

**STEP
4**

DETERMINATION

You'll be emailed an Accommodation Plan, if you
are approved for accommodation(s) from the
Director, Human Resources, Equity and
Compliance.