



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_8.4.2026.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.