

Americans With Disabilities Act (ADA) Accommodations Request Form

This form is being utilized in accordance with the Americans With Disabilities Act, 1990, in an effort to ensure that every person receives fair treatment and opportunities from the Mesquite Independent School District. Any adversity, with regard to ADA, should be made known on this form and submitted to the ADA Coordinator, James E. Huckaby. The ADA Coordinator will review the details of the request and forward the form to the appropriate person/department for further processing.

SECTION A: DESCRIBE IN DETAIL

1. Nature of the Problem: (WHEN and WHERE did this problem occur?)

2. Suggested / Requested Action / Accommodation:

Requestor's Name:

Position / Title:

Facility in Question:

Facility Address:

City, State, Zip:

Phone Number:

Date of Request:

PLEASE SKIP to SECTION C on PAGE 2

SECTION B: **ADA COORDINATOR USE ONLY******

Has the above-mentioned problem been investigated since your being made aware of it?

Yes

☐

No

☐

Would compliance with this suggestion/request result in an undue hardship for the Mesquite Independent School District?

Yes

☐

No

☐

PRIORITY? (Determined by the ADA Coordinator)

NORMAL

☐

HIGH

☐

Details of Your Approval or Denial:

Suggested Course of Action:

SECTION C: APPROVAL SIGNATURES:

Principal / Department Head	Date
Scott Owens, Executive Director - Facilities Management	Date/FM
James E. Huckaby, ADA Coordinator	Date/ADA
Pete Pape, Assistant Superintendent - Finance & Operations	Date/F&O

Return completed form via school mail or

FAX: 972-882-5565 or

riskmanagement@mesquiteisd.org

James E. Huckaby

ADA Coordinator

L.A. Berry Support Complex

972-882-7333