

## Section 504/ADA: Requests for Accommodations Procedure

### Purpose

In accordance with Title II of the Americans with Disabilities Act (ADA) of 1990 of the Americans with Disabilities Act of 1990 (“Title II”), 42 U.S.C. §§ 12131-12134, its implementing regulation, 28 C.F.R. Part 35, as well as Section 504 of the Rehabilitation Act of 1973 (“Section 504”), the School District of Waukesha (the “District”) does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.

### Policy

It is the policy of the School District of Waukesha to provide access to the District and the programs, services and activities associated with its operation to persons with disabilities in accordance with Title II of the ADA. Additionally, the District prohibits discrimination on the basis of disability in the provision of services, activities, programs, and benefits by the District. The District is required to make reasonable accommodations and modifications in policies, practices, or procedures to ensure that individuals with disabilities have an equal opportunity to enjoy District services, activities, programs, and benefits and when necessary to avoid discrimination on the basis of disability. The ADA does not require the District to take any action that would fundamentally alter the nature of the service, activity, program, or benefit in question or that would result in an undue administrative or financial burden. Whether the modification request would fundamentally alter the nature of the service, activity, or program must be dependent on whether the modification alters an essential aspect of the activity or program.

Oversight of ADA compliance is the responsibility of the District Section 504 Compliance Officer(s)/ADA Coordinator(s), Sharon Thiede and Joe Koch. Anyone who believes that they have been discriminated against on the basis of disability in the provision of the services, activities, programs, or benefits by the District, or who requires a reasonable accommodation to participate in a program, service, or activity of the District, should contact the Section 504 Compliance Officer(s)/ADA Coordinator(s). Additionally, any complaints that a program, service, or activity of the District is not accessible to persons with disabilities should be directed to the Section 504 Compliance Officer(s)/ADA Coordinator(s), who will handle the complaints as required under School Board Policy 2260.01.

Communications with the District’s Section 504 Compliance Officer(s)/ADA Coordinator(s) should be directed to:

Sharon Thiede  
Assistant Superintendent for Human Resources  
School District of Waukesha  
222 Maple Avenue  
Waukesha, WI 53186  
262-970-1031  
[sthiede@waukesha.k12.wi.us](mailto:sthiede@waukesha.k12.wi.us)

Joe Koch  
Deputy Superintendent  
School District of Waukesha  
222 Maple Avenue  
Waukesha, WI 53186  
262-970-1107  
[jkoch@waukesha.k12.wi.us](mailto:jkoch@waukesha.k12.wi.us)

## **Reasonable Accommodation Procedures**

Title II of the ADA requires public entities to make reasonable modifications to existing policies, practices and procedures to avoid discrimination on the basis of disability, unless to do so would fundamentally alter the nature of the program, service or activity in question or would result in an undue administrative or financial burden.

The policy of the District is to reasonably accommodate individuals with disabilities. The District has established, pursuant to Title II of the ADA and Section 504 of the Rehabilitation Act of 1973, the following procedure to be used by persons who would like to request a reasonable accommodation:

1. Obtain a copy of the District's **REQUEST FOR REASONABLE ACCOMMODATION** form (Attachment A). Copies of the form are available online at <https://sdw.waukesha.k12.wi.us/Page/343> or free of charge from the District at its offices and the main office of each school within the District, or by contacting the District's Section 504 Compliance Officer(s)/ADA Coordinator(s). Alternative means of requesting reasonable accommodations, such as personal interviews or other assistance, will be made available upon request for persons with disabilities requiring use of such alternate means.
2. Complete the **REQUEST FOR REASONABLE ACCOMMODATION** form. If an individual needs assistance filling out the form, the District will assist the individual or the individual may ask someone else to assist him/her. All of the information must be provided before the District will begin to process the request. The District may ask for additional information to process the request, including, in some instances, that the disabled individual, or the information provided, be examined, tested, or reviewed by experts at the District's expense. Failure or refusal to provide the District with all of the information necessary to determine eligibility for accommodation is grounds for denying the request. Any questions or requests for assistance with these procedures or complaints/grievances should be directed to the District's Section 504 Compliance Officer(s)/ADA Coordinator(s).
3. Submit the **REQUEST FOR REASONABLE ACCOMMODATION** form to the Section 504 Compliance Officer(s)/ADA Coordinator(s) at the address(es) above. Private information disclosed in the request will be kept confidential to the extent required by law, but state and/or federal law may permit or require the District to disclose or use the information in District conducted public hearings regarding the request, in court or administrative proceedings, by court order and in other circumstances.
4. Upon submission of a completed **REQUEST FOR REASONABLE ACCOMMODATION** form, the Section 504 Compliance Officer(s)/ADA Coordinator(s) will acknowledge receipt of the request. The District will make an individualized determination for each request made for a reasonable modification to a District policy, practice, or procedure. As required under Title II of the ADA, Section 504 and their

implementing regulations, the District will grant the request for an accommodation for a qualified individual with a disability (defined in Policy 2260.01) unless the requested modification would fundamentally alter the nature of the service, program, or activity or would result in an undue administrative or financial burden on the District. Whether the modification request would fundamentally alter the nature of the service, activity, or program must be dependent on whether the modification alters an essential aspect of the activity or program. If the District determines that a specific requested modification would fundamentally alter the nature of the service, program, or activity or result in an undue administrative or financial burden on the District, the District will engage in an appropriate interactive process, including considering other modification that might be available.

In determining whether the requested modification would result in an undue financial or administrative burden, the District will consider the nature and cost of the accommodation needed; the overall financial resources of the school and District and the effect of the accommodation on expenses and resources of the school and District; and, the impact of the accommodation on the operation of the school and District.

5. The District's Section 504 Compliance Officer(s)/ADA Coordinator(s) will provide a written decision in response to the request to the individual making the request or authorized representative. Any complaints regarding the decision or that a program, service, or activity of the District is not accessible to persons with disabilities should be directed to the Section 504 Compliance Officer(s)/ADA Coordinator(s) and must follow the procedure for complaints set forth under School Board Policy 2260.01.

The District's Section 504/ADA Requests for Accommodations Procedures will be posted in prominent locations in District's facilities and on the District website. Upon request, it will be made available in alternative formats by contacting the District's Section 504 Compliance Officer(s)/ADA Coordinator(s).

**ATTACHMENT A: REQUEST FOR REASONABLE ACCOMMODATION FORM**

If you believe that you require a reasonable accommodation to access a program, service, or activity of the School District of Waukesha due to a disability, please complete and submit this form to the District's Section 504 Compliance Officer(s)/ADA Coordinator(s). If you have any questions, require assistance, or need alternative means to submit a request due to a disability, please contact the Compliance Officer(s)/ADA Coordinator(s):

Sharon Thiede  
Assistant Superintendent for Human Resources  
School District of Waukesha  
222 Maple Avenue  
Waukesha, WI 53186  
262-970-1031  
[sthiede@waukesha.k12.wi.us](mailto:sthiede@waukesha.k12.wi.us)

Joe Koch  
Deputy Superintendent  
School District of Waukesha  
222 Maple Avenue  
Waukesha, WI 53186  
262-970-1107  
[jkoch@waukesha.k12.wi.us](mailto:jkoch@waukesha.k12.wi.us)

**SECTION 1**

**Person Requesting Accommodation:**

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone (day): \_\_\_\_\_ (evening): \_\_\_\_\_  
Email: \_\_\_\_\_  
Preferred Method of Contact: \_\_\_\_\_

**Person Completing Form (If other than the concerned):**

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone (day): \_\_\_\_\_ (evening): \_\_\_\_\_  
Email: \_\_\_\_\_  
Preferred Method of Contact: \_\_\_\_\_

