



We Inspire. We Educate. We Graduate.
All Students. All of the Time

Dr. Paul J. Padalino, *Superintendent*
James F. Shaughnessy, Jr., *Board of Education President*
Allen Olsen, *Deputy Superintendent for Human Resources & Business*

Abbie Reinhardt, *Coordinator of Personnel, Benefits and Payroll*
21 Wynkoop Place • Kingston, NY 12401

NAME: _____

DATE: _____

HOME PHONE: _____

BUILDING: _____

EMAIL: _____

SUPERVISOR: _____

POSITION: _____

NATURE OF THE QUALIFYING DISABILITY: (Describe the nature/extent/duration of your disability.)

REQUESTED/SUGGESTED ACCOMMODATION: (Describe the necessary accommodations needed to perform the essential functions of this job.)

***PHYSICIAN CONTACT INFORMATION (Employees only)** (Provide name/address/telephone and fax numbers. The physician will receive correspondence from the district requesting information on your impairment/disability and recommendations for accommodations.). In addition please fill out a HIPAA release.

I authorize the release of necessary confidential medical information regarding my disability to relevant administrators at Ulster BOCES as deemed necessary by the District Superintendent.

Signature: _____ Date: _____

- * Provided a Reasonable Accommodation request has been received along with a signed HIPAA release, the Kingston City School District representative will request the District Physician to engage with the employee's doctor within five business days.
- * It is the employee's responsibility to notify the district representative if after the five days the district's doctor has been unresponsive. The district rep will then contact the district doctor directly.
- * The employee and their doctor, if they chose to attend, as well as the district representative and the district doctor, if they choose to attend, will meet within five days after the district doctor reviews the request. The meeting will serve to discuss and develop a proposed accommodation plan.
- * If the original plan is not agreed to, the employee's doctor and the respondent's doctor will meet within five business days to determine the best plan for both parties.
- * The plan modification will take place within thirty days of agreement.