



Orange County Public Schools
PUBLIC ACCOMMODATION REQUEST FORM

Members of the public who need a barrier removal accommodation or modification to a program, service, or activity of Orange County Public Schools should make that request by letter, e-mail, phone call to the ADA Manager, or by using this request form.

To be completed by EMPLOYEE	Name:		Date of Request:	
	Phone:		E-mail:	
	I am a:	<input type="checkbox"/> Parent <input type="checkbox"/> Visitor <input type="checkbox"/> Tech Center Student		
	Type of Request:	<input type="checkbox"/> Modification <input type="checkbox"/> Barrier Removal		
	School/Location:			
	<p>Questions to clarify accommodation request.</p> <p>1. What specific accommodation are you requesting?</p> <p>2. Provide a brief statement why this accommodation is necessary?</p> <p>3. What date do you need this accommodation implemented?</p>			
Signature:			Date:	

Please submit the completed form to the ADA Manager in the OCPS Office of Legal Services.
For information or assistance in completing the form, please contact the ADA Manager.

MICHAEL GRAF, ADA MANAGER
 Orange County Public Schools
 Office of Legal Services
 445 W. Amelia St.
 Orlando, FL 32801-1129
Tel: 407-317-3200 x2002923
Fax: 407-317-3348
legalservices@ocps.net