

Requestor's Name: \_\_\_\_\_

**GLENVILLE STATE COLLEGE REASONABLE ACCOMMODATION  
MEDICAL VERIFICATION AND INQUIRY FORM  
(PLEASE PRINT)**

1. Complete the employee information section of the form.
2. Submit the form to your treatment provider so that he/she can complete the remainder of the form. If you have different disabilities that are treated by different providers, please provide a form for each.
3. Return the completed form(s)(keep a copy for your records) to:

Tegan McEntire, Director of Human Resources  
Title IX, AA, EEO Co-Coordinator  
Heflin Administration Building – Second Floor  
200 High Street  
Glenville, WV 26351  
Telephone: 304-462-6193  
Fax: 304-462-6198  
[Tegan.McEntire@glenville.edu](mailto:Tegan.McEntire@glenville.edu)

Office Hours: Monday – Friday 8:00am to 4:00pm

Requestor's Name: \_\_\_\_\_

**GLENVILLE STATE COLLEGE REASONABLE ACCOMODATION  
MEDICAL VERIFICATION AND INQUIRY FORM  
(PLEASE PRINT)**

**Employee Information  
(To be Completed by the Employee)**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Notice and Release  
(A photo copy is as valid as the original)**

The Americans with Disabilities Act (ADA) requires an employer to provide reasonable accommodation to an employee or job applicant with a disability, unless doing so would cause significant difficulty or expense for the employer. An employer doesn't have to provide an accommodation if doing so would cause undue hardship to the employer. Undue hardship means that the accommodation would be too difficult or too expensive to provide, in light of the employer's size, financial resources, and the needs of the business. An employer does not have to provide the exact accommodation the employee or job applicant wants. If more than one accommodation works, the employer may choose which one to provide.

I hereby authorize Glenville State College to obtain any medical documentation necessary to process this request. My treatment provider(s) may release my health information to Glenville State College. Glenville State College may release by health information to others necessary to address my request for accommodation. I understand that this form needs to be completed in full and additional medical information may be required. Glenville State College may request additional information from either me or my treatment provider if needed. I am aware that Glenville State College may also seek medical information from me or my treatment provider(s) in order to assess employability options including accommodation or restriction from work. I understand that Glenville State College will take the suggestions that medical providers make into consideration, but it is the employer's decision as to whether the accommodation(s) can be met in a reasonable fashion. A copy of this document may be accepted as the same as an original.

Requestor's Name: \_\_\_\_\_

**My signature of this Notice and Release authorizes:**

- a. Glenville State College's Title IX/Equal Employment Opportunity/Affirmative Action/ADA Compliance Coordinator/Officer to OBTAIN from and DISCUSS with my treatment providers any medical documentation and health information relating to any disability/condition;
- b. my treatment provider(s) to RELEASE to and DISCUSS with Glenville State College's Title IX/Equal Employment Opportunity/Affirmative Action/ADA Compliance Coordinator/Officer any medical documentation and health information relating to any disability/condition;
- c. Glenville State College's Title IX/Equal Employment Opportunity/Affirmative Action/ADA Compliance Coordinator/Officer to disclose my health information as it relates to my disability/condition and this accommodation request on a need to know basis to appropriate Glenville State College personnel including but not limited to Physical Plant Personnel.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

<b>A. Questions to help determine whether an employee has a disability.</b>		
For reasonable accommodation under the ADA, an employee has a disability if he or she has an impairment that substantially limits one or more major life activities or a record of such an impairment. The following questions may help determine whether an employee has a disability:		
Does the employee have a physical or mental impairment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what is the impairment?		
Answer the following question based on what limitations the employee has when his or her condition is in an active state and what limitations the employee would have if no mitigating measures were used. Mitigating measures include things such as medication, medical supplies, equipment, hearing aids, mobility devices, the use of assistive technology, reasonable accommodations or auxiliary aids or services, prosthetics, learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, and physical therapy. Mitigating measures do not include ordinary eyeglasses or contact lenses.		
Does the impairment substantially limit a major life activity as compared to most people in the general population? Note: Does not need to significantly or severely restrict to meet this standard. It may be useful in appropriate cases to consider the condition under which the individual performs the major life activity; the manner in which the individual performs the major life activity; and/or the duration of time it takes the individual to perform the major life activity.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Requestor's Name: \_\_\_\_\_

If yes, what major life activity(ies) (included major bodily functions) is/are affected?

- |  |                                   |  |  |  |
|--|-----------------------------------|--|--|--|
| <input type="checkbox"/> Bending                 | <input type="checkbox"/> Hearing  | <input type="checkbox"/> Reaching      | <input type="checkbox"/> Speaking        | <input type="checkbox"/> Other: (describe)       |
| <input type="checkbox"/> Breathing               | <input type="checkbox"/> Reading  | <input type="checkbox"/> Standing      | <input type="checkbox"/> Caring for Self | <input type="checkbox"/> Learning                |
| <input type="checkbox"/> Seeing                  | <input type="checkbox"/> Thinking | <input type="checkbox"/> Concentrating | <input type="checkbox"/> Lifting         | <input type="checkbox"/> Sitting                 |
| <input type="checkbox"/> Walking                 | <input type="checkbox"/> Eating   | <input type="checkbox"/> Sleeping      | <input type="checkbox"/> Working         | <input type="checkbox"/> Interacting with others |
| <input type="checkbox"/> Performing manual tasks |                                   |  |  |  |

Major bodily functions:

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Bladder            | <input type="checkbox"/> Digestive             | <input type="checkbox"/> Lymphatic      | <input type="checkbox"/> Musculoskeletal             |
| <input type="checkbox"/> Bowel              | <input type="checkbox"/> Endocrine             | <input type="checkbox"/> Respiratory    | <input type="checkbox"/> Brain                       |
| <input type="checkbox"/> Genitourinary      | <input type="checkbox"/> Neurological          | <input type="checkbox"/> Cardiovascular | <input type="checkbox"/> Hemic                       |
| <input type="checkbox"/> Circulatory        | <input type="checkbox"/> Immune                | <input type="checkbox"/> Reproductive   | <input type="checkbox"/> Special Sense Organs & Skin |
| <input type="checkbox"/> Normal Cell Growth | <input type="checkbox"/> Operation of an Organ |   |  |
| <input type="checkbox"/> Other: (describe)  |  |   |  |

**B. Questions to help determine whether an accommodation is needed.**

An employee with a disability is entitled to an accommodation only when the accommodation is needed because of the disability. The following questions may help determine whether the requested accommodation is needed because of the disability:

What limitation(s) is interfering with job performance or accessing a benefit of employment?

How does the employee's limitation(s) interfere with his/her ability to perform the job function(s) or access a benefit of employment?

Requestor's Name:

**C. Questions to help determine effective accommodation options.**

If an employee has a disability and needs an accommodation because of the disability, the employer must provide a reasonable accommodation, unless the accommodation poses an undue hardship. The following questions may help determine effective accommodations:

Do you have any suggestions regarding possible accommodations to improve job performance?

If so, what are they? (Including but not limited to accommodations related to working hours per day, pulling/pushing, bending, stooping, sitting standing, lifting, overhead reaching and adaptive equipment.)

How would your suggestions improve the employee's job performance?

Requestor's Name:

<b>D. Other questions or comments.</b>	
Please Print:	
Treatment Provider's Name	Telephone
_____	_____
Certification (M.D., D.O., etc.)	License Number
_____	_____
Address	
_____	
City/State/Zip	
_____	
Signature	Date
_____	_____
<p>The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.</p>	

**Please turn in, mail, email or fax to:**

Tegan McEntire, Director of Human Resources  
Glennville State College    Address: 200 High Street Glennville, WV 26351  
Telephone: 304-462-6193 Fax: 304-462-6198  
Tegan.McEntire@glennville.edu