

Valley Central School District Medical Accommodation Request Protocol

The Valley Central School District requires physician verification for an employee to be approved to have a reasonable accommodation based on medical needs in their classroom/assigned workspace. There should be a valid and documented reason for this request.

A reasonable accommodation request based on a medical concern will be approved under the following conditions:

- You have a medical condition that necessitates a reasonable accommodation in order for you to perform one or more of your essential job duties.
- You submit verification from your doctor (see below) that outlines this necessity. Include the [District's Medical Accommodations Healthcare Provider Questionnaire](#).
- The District may require its Medical Director to review your request. As part of the review, the Medical Director may wish to confer with your doctor. In this event, you will be required to submit the [District's Medical Authorization Form](#) to allow the District's Medical Director to speak with your physician.
- After validation by the District's Medical Director, a meeting with the Superintendent, Assistant Superintendent for Human Resources, and the Building/Department administrator will commence with the employee to review reasonable accommodation options.

Medical Documentation for this request must meet the following criteria:

A qualified medical professional must provide a letter that includes a clear statement of the medical diagnosis and the current impact of the disability as it relates to the accommodation that is being supported. The credentials of the diagnosing professional must be listed if not clear from professional letterhead or other forms. The diagnosing professional may not be a family member and must practice in a field of medicine that is related to the employee's medical condition.

A NOTE ON A PRESCRIPTION PAD IS NOT AN ACCEPTABLE FORM OF DOCUMENTATION.

All accommodation requests are to be sent to the District's Human Resources office. The process of evaluating the request will commence upon the District's receipt of all relevant medical documentation.

All workplace accommodation requests must be renewed yearly following this protocol.