



270 East State Street, Room 103  
Columbus, Ohio 43215

## **Testing Accommodation – Not ADA (Accommodation Request)**

1. Examination: \_\_\_\_\_
2. Date (or first phase of) of Exam: \_\_\_\_\_
3. Name: \_\_\_\_\_
4. Candidate ID Number: \_\_\_\_\_
5. Street Address: \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_
6. Telephone Number: \_\_\_\_\_
7. Reason for Accommodation:       Military       Temporary Disability       Other
8. What type of accommodation are you requesting during the testing process?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Why do you believe this accommodation is necessary? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. If you are requesting a temporary physical disability accommodation, please attach medical documentation that verifies your need for an accommodation (documentation not necessary if disability is obvious).

Attachment

11. If you are requesting a military accommodation, please attach a copy of your military orders.

Attachment

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I understand that I must submit this request to Columbus City Schools as soon as I become aware an accommodation is necessary, or in any event, no later than \_\_\_\_\_, 20\_\_\_\_\_. I certify that the above statements and supporting documentation are truthful and accurate. Furthermore, I understand that if it is determined that any answers herein are untrue or fraudulent, I may be prohibited from taking the examination, or otherwise removed from any stage of the selection process. I understand I have a right to request a copy of this completed form.

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Signature of Applicant, or Applicant's Designee

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Date

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Signature of Columbus City Schools Staff

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Date

Mail or Return to: Columbus City Schools  
Attention: Test Administration  
270 East State Street, Room 103  
Columbus, OH 43215

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**FOR COLUMBUS CITY SCHOOLS USE ONLY**

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1. Did the applicant attach appropriate documentation – military orders or medical documentation?  
 Yes       No      If yes, date received: \_\_\_\_\_
  
2. If military accommodation was requested, do the applicant's military orders verify the existence of a conflict between the test date and the date the applicant is scheduled for military duty?  
 Yes       No
  
3. Accommodation made?    None       As Requested       Other \_\_\_\_\_
  
4. Date applicant notified (attach correspondence): \_\_\_\_\_
  
5. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_