

SACR Scripted Notecards • Accessing Workplace Accommodations
Holzberg & Finn (2023) Modified from Rumrill et al. (1999)

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|---|-----------|
| Example: | #1 |
| 1. Hi, _____, how are you? (supervisor's name) | |
| 2. I wanted to talk to you about accommodations that would help me do the best I can at my job. | |
| 3. I _____ _____ | |
| (Explain the challenge and how it impacts the individual's job / assignments.) | |

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|---|-----------|
| Example: | #2 |
| 4. When I was in school, _____. (Explain previously used accommodations.) | |
| 5. _____ (Explain how the accommodation/s helped.) | |
| 6. I think _____ would be (State the requested accommodation.) extremely helpful as well and would enable me to complete my job more independently. | |
| 7. Would this work for you? | |

Example:

#3

8. _____

(Individual asks for the specific accommodation.)

9. _____

(Individual describes their role in organizing or implementing the accommodation.)

10. Does that sound like a good plan?

Example:

#4

11. I understand you _____

(Individual specifically addresses the supervisor's concern/ objection to the requested accommodation.)

12. I know we both want me to be successful.

13. I think _____ would help me be successful.

(Restate the desired accommodation.)

(Individual identifies two to three possible solutions/ compromises for the requested accommodation.)

14. Of the _____ options, which would you prefer? _____

(number of solutions)

(Restate the possible solutions/ compromises.)

15. Thank you so much for working with me; I appreciate your time and help with this. I am looking forward to doing my best at my job!