



How Students Can Get Accommodations on the Job

A practical guide to requesting workplace supports

What Are Job Accommodations?

Changes or supports that help a person with a disability do their job successfully.

Know Your Rights

- Protected under the Americans with Disabilities Act (ADA)
- Applies to most workplaces
- Employers must provide reasonable accommodations

Step 1: Know What You Need

- Understand your strengths and challenges
- Think about what helps you succeed (ex: extra time, written instructions)
- Use your One-Page Profile or IEP as a guide

Step 2: Decide If You Want to Disclose

- You must share your disability to receive accommodations
- You only need to share what is necessary (not full history)

Step 3: Request Accommodations

- Tell your employer (supervisor or HR)
- You can ask in person or in writing
- Use simple language: "I have a disability and need support to do my job. I am requesting an accommodation."

Step 4: Work Together on Solutions

- This is called the interactive process
- Employer and employee work together to find what works
- Be open to trying different supports

Examples of Accommodations

- Flexible schedule or extra breaks
- Written directions or checklists
- Quiet workspace or noise-canceling headphones
- Job coaching or extra training time
- Assistive technology

Tips for Success

- Be clear and specific about what helps
- Practice how to ask for support
- Keep copies of requests (email or notes)
- Speak up if something isn't working

Helpful Resources

Job Accommodation Network (JAN): askjan.org

ADA Information Line: 1-800-514-0301

Illinois Division of Rehabilitation Services (DRS)

Bottom Line: You have the right to ask for support at work. Accommodations help you succeed and do your best.

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