

ACCOMMODATION CHECKLIST

FOLLOW THESE STEPS TO ADVOCATE FOR INTERPRETERS AND OTHER ACCOMODATIONS

REQUEST EARLY



Send your requests for interpreters or other accommodations as soon as possible. The provider must be given enough time to arrange for services and they should not wait to arrange for your interpreter/accommodations.

INFORM AND EDUCATE



Show advocacy papers to managers/supervisors who are refusing to provide accommodation. The letters clearly show Deaf rights laid out in the ADA [Americans With Disabilities Act (1990)] and other law.

[CLICK HERE TO VISIT ADA.GOV WEBSITE - ADA.GOV](https://www.ada.gov)

[CLICK HERE TO LEARN MORE ABOUT ADA LAW AND COMPLIANCE - ADA.GOV](https://www.ada.gov/learn-more-about-ada-law-and-compliance)

[TITLE VI OF THE US CIVIL RIGHTS ACT \(1964\) - THE JOINT COMMISSION](https://www.jointcommission.org)

[THE AMERICANS WITH DISABILITIES ACT \(1990\) - HOUSE.GOV](https://www.house.gov/committees/disabilities)

REQUEST CONFIRMATION & FOLLOW UP



Get the name and contact information of the person responsible for disability accommodations and request email confirmation of accommodations. As the date of the event approaches it is appropriate to reach out and check the status of the request.

ALL COMMUNICATION SHOULD BE DOCUMENTED



Make requests by email, or another way that can be documented easily. Beware of verbal, face-to-face interactions. When possible, communicate only in email or written documents. Email is usually the best way to communicate. All discussions should be documented.

YOU CAN SUGGEST INTERPRETERS AND PROVIDERS



Providers may tell you they could not find an interpreter. It is appropriate for you to give a list of known or preferred interpreters, interpreter agencies, or other service providers they can reach out to. You can make your own list and share it when you make a request for accommodation.

QUESTIONS? NEED AN ADVOCATE? REACH OUT!



If you or a service provider has questions reach out to our advocates at: help@deafadvocate.app. Our services are free and we are here to help!

[CLICK HERE TO REPORT ADA VIOLATIONS](#)