

ADA Reasonable Modification Request Form

Requests for modifications to the policies, practices or procedures of Social and Learning Institute Transportation, in order to accommodate an individual with a disability, may be made either in advance or at the time of transportation service. Whenever possible, requests for reasonable modifications shall be made and determined in advance. A reasonable modification related to the service is understood as *“a change or exception to a policy, practice or procedure that allows people with disabilities to have equal access to transportation”*. Please provide details about your modification request and how it relates to your disability.

Reasonable modification requests can be made by using this form or by contacting the Executive Director by phone.

To request a modification by phone, please call the Social and Learning Institute: 219/879-2200

Modification Requested By: _____ Date: _____

Address: _____ Phone: _____

Email Address: _____

Modification for (Name): _____ Date of Trip: _____

Describe the modification request, including why the modification is necessary:

Signature of ADA Passenger or Guardian

Date

Please send this form in with your student, by US Mail, or email using the contact information below. You may attach any written materials or other information that you think is relevant to your request to this form.



201 East Garfield Street
Michigan City, Indiana 46360
219.879.2200

socialandlearning.org

Once completed, please mail or email this form to:

The Social and Learning Institute

ATTN: The Executive Director

201 East Garfield ST

Michigan City, IN 46360

contact@socialandlearning.org

Requests for reasonable modifications may be denied on the following grounds:

- 1) It is a fundamental alteration to the nature of the program, service, or activity,
- 2) It is a direct threat to the health or safety of others,
- 3) It is not a requirement by the requester to use the service, or
- 4) The modification creates an undue financial or administrative burden,

The Social and Learning Institute will strive to acknowledge and approve or deny requests within seven (7) business days of receipt. All riders who are denied a request have the ability to appeal.