Reasonable Accommodation
Classroom Pre-Assignment Request Form

Please return this form to Melissa Wing, Zip 1035.

> **Please note the Registrar's Office will not pre-assign classrooms for purposes other than documented reasonable accommodations. This documentation is through the Reasonable Accommodation (RA) process in accordance with Washington Law Against Discrimination (WLAD) 49.60 RCW and WAC 357-26, 162–22-020 of the Washington Administrative Code. The RA process is managed by WSU Human Resource Services (HRS) Department. If you have not done so already, for questions about this process please contact HRS at 335-4521 or visit the website at http://hrs.wsu.edu/RA.**

Instructor Name:_____ **Department:**_____

Term:_____ **Year:**_____

Course Prefix & Number:_____ **Section Num:**_____

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Course Prefix & Number:_____ **Section Num:**_____

Course Prefix & Number:_____ **Section Num:**_____

Specific Classroom Requirements:_____

_____

_____

If known specific building or classroom requested:_____

Scheduling Personnel Signature:_____

Department Dean or Chair Signature and Date:_____

Approval Information

Registrar_____**Date**_____ **HRS review**_____ **Date**_____

Bldg/Class Approved_____