



Splendor Independent School District

23419 FM 2090, Splendor, Texas 77372
281-689-3128 • Fax 281-689-7509

Letter to Healthcare Provider to request medical information after a Request for Reasonable Accommodation has been submitted

Re:

Dear _____:

_____ is currently employed by Splendor Independent School District as a _____ at _____ School. The employee has requested an accommodation to enable him/her to perform the essential functions of his/her position as a result of having physical or mental impairment. As a result, I am seeking information concerning the employee's condition and his/her ability to perform the essential job functions of his/her position.

I have attached a Medical Release signed and dated by the employee, as well as the employee job description and a Physician's Request for Accommodations form. **Please complete the Physician's Request for Accommodations form and return to:**

Brandon Campbell, Benefits & Leave Specialist, HR
23419 FM 2090 Splendor, TX 77372

You may fax the request to 281-689-7509 or e-mail it to Bcampbell@splendoraisd.org.

Please note that the Genetic Information Nondiscrimination Act of 2008 (GINA) (29CFR 165.8(b)(1)(i)(B)) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, please do not provide any genetic information when responding to this request for medical information. "Genetic Information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or embryo lawfully held by an individual or family member receiving reproductive services. Please do not send office visits noted as they may contain medical information not relevant to the request for accommodation.

If you have any questions regarding the essential job functions or how they relate to the employee's condition, I encourage you to contact me at 281-689-3128. Thank you in advance for your assistance.

Sincerely,

Brandon Campbell
Human Resource Department
Splendor Independent School District

cc: employee's file