

FIU | Human Resources
FLORIDA INTERNATIONAL UNIVERSITY
INCLUSION, DIVERSITY, EQUITY, & ACCESS

Date

To Whom It May Concern:

_____ is an employee of Florida International University (FIU) and is seeking accommodation(s) under the Americans with Disabilities Act (ADA) through the Office of Inclusion, Diversity, Equity, & Access (IDEA). Our office requires medical documentation from an appropriate licensed professional in order to evaluate an employee's request. Attached is a copy of the Release of Information form, which grants this office permission to attain and/or release necessary information regarding an employee's physical, mental, and/or emotional status in making a final determination on the employee's accommodations request. If you have any questions and/or concerns, please contact the Office of Inclusion, Diversity, Equity, and Access (IDEA) at (305) 348-2785.

Thank you for your anticipated cooperation.

Sincerely,

Shirlyon J. McWhorter, Esq., Director
Office of Inclusion, Diversity, Equity, & Access