

To: Montclair Public School Staff

From: Dr. Jonathan M. Ponds, Superintendent  
Mr. Damen G. Cooper, Director of Personnel

Re: Staff 504 Request

Date: August 10, 2020

If you feel you need a medial ADA Reasonable Accommodation for the 2020-21 school year please follow the steps below (please note all documents and forms submitted are confidential):

- Please complete form 1 and submit via the google drive link
- We will in turn confirm our receipt of your request with a letter and additional forms for completion
- When forms are completed please ensure they are returned as a completed packet

Please allow 14 days for a determination.