

<p><b>REQUEST SPECIFIC ACCOMMODATIONS</b></p>	<ul style="list-style-type: none"> <li>• Be specific about the type of accommodation needed</li> <li>• Make your request for a reasonable accommodation as early as possible</li> <li>• If there is a problem obtaining an accommodation, a written record of what occurred (people talked to and what happened) needs to be maintained to be used as proof if a complaint needs to be filed</li> </ul>
<p><b>KNOW YOUR RIGHTS</b></p>	<ul style="list-style-type: none"> <li>• Take time to learn your rights— websites of government agencies such as the U.S. Department of Justice, the Equal Employment Opportunity Commission, and other federal agencies provide a wealth of information on the legal rights of individuals with disabilities</li> <li>• If help is needed obtaining information, contact your state’s disability law center or other appropriate state entities</li> <li>• If information or consultation is needed about particular legal rights, contact the National Association of the Deaf Law and Advocacy Center</li> <li>• The National Association of the Deaf website has a host of information on federal disability and civil rights laws</li> <li>• Be aware that different laws apply to similar situations</li> </ul>
<p><b>EDUCATE OTHERS</b></p>	<ul style="list-style-type: none"> <li>• Do not assume that the places/individuals you are dealing with are familiar with the legal obligations or people who are deaf or hard of hearing</li> <li>• The National Association of the Deaf Law and Advocacy Center has many educational and informative legal documents that can be provided to explain why you need an accommodation</li> </ul>
<p><b>KNOW WHO YOU ARE DEALING WITH</b></p>	<ul style="list-style-type: none"> <li>• Know the nature of the place you are dealing with because the obligation to provide reasonable accommodations varies based on the nature of the place</li> <li>• Look into whether the place or organization designates a particular person or office to consider requests for reasonable accommodations, so you do not waste time debating with someone who does not have the authority to provide an accommodation</li> <li>• If reasonable accommodations are denied, advance to the next level of authority</li> </ul>
<p><b>FOLLOW PROPER PROCEDURES</b></p>	<ul style="list-style-type: none"> <li>• Follow any established procedures for requesting a reasonable accommodation or disputing the denial of a reasonable accommodation</li> </ul>
<p><b>BE TACTFUL</b></p>	<ul style="list-style-type: none"> <li>• The best self-advocates are courteous and tactful</li> <li>• Choose your battles wisely, educate, and persuade</li> <li>• Be consistent and confident when self-advocating</li> <li>• Compromise requires flexibility, so be willing to consider other forms of accommodations if your particular request cannot be granted</li> </ul>
<p><b>COMPROMISE</b></p>	<ul style="list-style-type: none"> <li>• You should not accept accommodations that do not work for you –compromise does not mean you should settle for less than you deserve</li> <li>• When you have done everything that is within your power, and there is nothing more you can do to obtain your rights to a reasonable accommodation, it may be time to file a complaint or seek legal representation</li> </ul>