



## **Documentation Guidelines for Emotional Support Animal Accommodation**

The **Student Disability Services** office will accept documentation completed by the treating licensed mental health professional (i.e., physician, psychiatrist, psychologist, neuropsychologist or other certified and/or licensed mental health or medical professional, as well as a student clinician, physician's assistant, nurse practitioner, or nurse being supervised by a qualified mental health professional). In order to expeditiously review the documentation, the Student Disability Services office requests that the attached Health Care Professional Form be completed or that the treating licensed mental health professional provide documentation on letterhead addressing the questions listed below and providing the professional's printed name, title, date of documentation.

**Currency of Documentation:** The provision of all reasonable accommodations, adjustments, and auxiliary services are based upon assessment of the current impact and limitations of the disability on the student's academic performance and/or residential status. Therefore, it is in the student's best interest to provide recent and appropriate documentation relevant to the student's disability. The documentation, in general, must be no more than one-year-old and more recent documentation may be required in some cases. Updated documentation may be requested.

The documentation report should be faxed to the Student Disability Services office at 641-784-5487 or mailed to Graceland University, Attn: Student Disability Services, Graceland University, 1 University Place, Lamoni, IA 50140. Please contact the Student Disability Services office with any questions; phone, 641.784.5083 or email, [sds-info@graceland.edu](mailto:sds-info@graceland.edu)

Share the following with your health care professional to provide the appropriate Documentation.

The documentation provided will be reviewed to determine:

- 1. That the student is a person with a documented disability;*
- 2. The ESA being requested is necessary to afford the student, as a person with a disability, an equal opportunity to use and enjoy the on-campus housing facilities; and*
- 3. That there is an identifiable relationship between the disability and the support that the ESA provides.*

### **Documentation Received from the Mental Health Professional Should Address the Following Questions (only yes/no answers are required):**

1. Does the student/patient have a diagnosed disability (a physical or mental impairment that substantially limits one or more major life activities)?
2. Would the animal being requested provide emotional support or other assistance that would ameliorate one or more symptoms or effects of the disability (afford the student/patient an equal opportunity to use or enjoy the student's residential living dwelling)?

In order to complete this documentation, the mental health professional must have individually examined and treated the student/patient either in person or through telemedicine to such an extent that the medical health professional is sufficiently familiar with the student/patient and the disability.