

## Agnes Scott College Office of Accessible Education Housing Accommodation Request Form

Students please complete and submit this form along with documentation from your medical provider (see page 2) to the Office of Accessible Education, Buttrick G13 ([accessibility@agnesscott.edu](mailto:accessibility@agnesscott.edu)). Please contact our office via email ([accessibility@agnesscott.edu](mailto:accessibility@agnesscott.edu)) with questions.

Student Information			
Student Name		Student ID #	
Student Email		Diagnosis	

How does your disability impact you in a residential setting?

Please select the housing accommodation(s) you are requesting.	
	Kitchen access
	Medical single
	Air-conditioned building
	ADA accessible building/room
	First floor room assignment
	Emotional support animal (include type of animal below)
	Residential requirement exemption (commuter)
	Other:

Please include any additional information regarding your specific accommodation request.

<b>Student Signature:</b>	<b>Date:</b>
---------------------------	--------------

## OAE Housing Documentation Guidelines for Providers

Medical providers, please refer to the Housing Accommodation Documentation Guidelines below. Documentation can be faxed (404-471-6083), securely emailed ([accessibility@agnesscott.edu](mailto:accessibility@agnesscott.edu)) or hand delivered by your client to Buttrick Hall, G13.

Documentation must:

- Be in the form of a **letter or report** from a physician, psychologist, psychiatrist or other medical provider who is **qualified to make the diagnosis** and is **currently treating you** for the disability for which you are requesting a housing accommodation. For example, a psychiatrist would not be an appropriate clinician to provide documentation for a gastrointestinal condition.
- The documentation must be on official letterhead and should be signed and dated within the last two years.
- Include a **specific diagnosis**, a **statement** of your current condition, the **date and a summary of your most recent evaluation**, and the **expected duration** of your condition.
- State the current impact of (or **functional limitations**) imposed by the condition on your living situation.
- Explain **how the condition relates** to your request for a Housing accommodation. There must be a **direct link** established between the condition and your requested housing accommodation.
- Clearly state a **specific housing accommodation** recommendation as a result of the condition.
- Include **possible alternatives** if the requested accommodation is not available.
- Provide evidence the provider is **currently treating you** for the condition for which the accommodation is requested.

If you have any questions please contact Rashad Morgan, Director of Accessible Education by phone (404-471-6440) or email ([rmorgan@agnesscott.edu](mailto:rmorgan@agnesscott.edu)).

*In compliance with FERPA and the ADA, documentation submitted to Accessible Education is confidential and will not be shared with other internal departments or external entities. Students may request that a copy of their documentation be sent to another institution or released for their personal records.*