

EMOTIONAL SUPPORT ANIMAL GUIDANCE FOR DOCUMENTATION

Purpose of Documentation

Provider documentation equips AES with the necessary information to support the interactive accommodation process under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

Students should ask their healthcare provider to complete the [AES Documentation Questionnaire](#). The questionnaire must be completed and signed by a relevantly trained and licensed medical or mental health professional who has a legitimate and ongoing therapeutic relationship with the student. All questions must be answered thoroughly. Accessible Education Services (AES) may request additional information if the documentation is incomplete or does not support the accommodation requested. As an alternative to the questionnaire, the provider may submit a letter signed and dated on the practice letter head that addresses the information in the questionnaire.

Provider Requirements

The University will only accept documentation from a provider who:

- Is qualified to diagnose and treat the condition
- Has a legitimate and ongoing provider-patient relationship with the student
- Is not a family member or someone in a dual relationship with the student (e.g., friend, supervisor)

Essential Information

- A description of how the ESA directly addresses one or more functional limitations related to the disabling condition.
- A clear explanation of why the presence of the ESA is necessary for you to have equal access to university housing
- The provider's credentials, license number, and date of most recent contact with you.

Important Considerations

- ESA approval does not guarantee a private or single room. Housing placements are determined by Residence Life based on space availability and housing policy.
- Students may not bring an ESA into university housing until all documentation has been submitted, reviewed, and formally approved by AES.
- Students must also submit the required Student Request form and veterinary information including a current rabies certificate, if applicable.
- The Student Code of Conduct applies to all students with animals in residence.

ACCESSIBLE EDUCATION SERVICES