



Required Disability Accommodation Information

Disability

Types of documentation that may be required include:

- Educational, psychological, or medical records
- Reports and assessments from healthcare providers, psychologists, or the educational system (e.g., psychoeducational evaluations)

Types of documentation that may be helpful in securing your accommodation include:

- Documents reflecting your education and accommodation history, such as an Individual Education Plan
- Summary of Performance
- 504 Plans
- Teacher observations

Please submit your documentation as early as possible, allowing us to obtain the resources necessary to provide you with the necessary support.

We understand that you may not have readily available supporting documentation. If that's the case, please schedule a meeting with a member of our team to explore options and alternatives. We are here to support you every step of the way.

Please Note:

Documentation should be current and include the evaluator's name, title, professional credentials, address, phone number, and signature, as well as the date of the report. The healthcare professional who is listed on the documentation should be licensed either in Colorado or your home state.

We cannot accept handwritten or prescription pad notes as these often lack sufficient information to make an informed determination regarding requested accommodations.

We cannot accept documentation from the campus counseling center to obtain an Emotional Support Animal for university housing due to potential conflicts of interest. We may request additional information if the submitted documentation is incomplete or does not fully support your accommodation requests.



Service Animal Requirements

To initiate a request for an ESA or Service Animal in Residence, please follow these steps:

- 1) Complete the [Online Student Application](#)
- 2) Upload the following required documentation:
 - a) Veterinary Bill of Health
 - b) Vaccination Records that include proof of spay/neuter of the proposed animal
 - c) City of Gunnison Pet License
 - d) A full color photo of your proposed ESA dated within the last 30 days
 - e) A letter from your healthcare provider that states the nature of your disability, how it impacts your activities of daily living, how an ESA will be a part of your treatment plan, and a clear connection between your disability and your ESA. This letter should be typed on official letterhead with your healthcare provider's signature, professional credentials, and license number.
 - f) [A Healthcare Provider Request for Information form](#) that must be completed by your healthcare provider, in which they will need to answer some questions regarding the proposed ESA and your disability. If you need this form, contact Disability Services
- 3) Disability Services will review your request within 7-10 business days and will follow up with you as needed.

Keep in mind that your proposed ESA is not permitted on campus until you have received your formal Housing Letter of Accommodation. Students with unauthorized animals in residence will be charged a \$300 fine for each animal and may face student conduct charges in accordance with the student handbook.