

Documentation Guidelines for a Housing Accommodation Request

Documentation submitted to Disability Services should include the following elements. **If your documentation doesn't meet all of these guidelines, we encourage you to submit what you have.**

1. **Credentials of the relevant professional(s).** Documentation should be typed on official letterhead by a professional who is licensed or certified in the area for which the diagnosis is made and include name, title, specialty, and license or certification credentials.
2. **Current documentation.** Documentation for physical, sensory, and psychiatric conditions should be completed within the last year.
3. **A diagnosis of the disability or disabilities and the measures used to arrive at the diagnosis.** Please include the most recent evaluation date, the original diagnosis date, if applicable, any co-morbid conditions, and the method of assessment to determine the diagnosis.
4. **A description of current functional limitations resulting from the disability.** Please respond to the questions below. Please note: an answer of "no" to any question will not, in and of itself, disqualify a student from receiving the housing accommodation; it simply provides us with helpful information.
 1. Is the impact of the condition life threatening if the request is not met?
 2. Is there a negative health impact that may be permanent if the request is not met?
 3. Is the request an integral component of a treatment plan for the condition in question?
 4. What is the likely impact on academic performance if the request is not met?
 5. What is the likely impact on social development if the request is not met?
 6. How has the experience of living with a roommate impacted the student's disability?
5. **A description of the expected progression or stability of the disability over time.** If applicable, include information about the cyclical or episodic nature of the disability, along with known environmental triggers.
6. **A thorough educational, developmental and medical history relevant to the disability.** This should also include a description of past accommodations, services, auxiliary aids, and medications and any significant side effects.
7. **Recommendation for a housing accommodation, based on the student's specific functional limitations.** Please note: Post-secondary institutions are not legally obligated to adopt third-party recommendations but may use this information to determine reasonable accommodations.

For more information, please visit our website at www.meredith.edu/disability and click on Certification Process.

DISABILITY SERVICES

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ALTERNATE FORMATS AVAILABLE UPON REQUEST