DSS Housing Documentation Form | [Completed by Medical Professional]

Student Name (Print): ___________________________ Date: __________________________

The above named student has requested housing accommodations for a disability at Concordia University. CU Disability Support Services is attempting to determine whether this student has a condition or combination of conditions that constitute a disability, and whether the disability causes limitations for which the student needs reasonable accommodation(s). Documentation will assist DSS in understanding how the disability impacts the student in the residence halls and the current impact of the condition(s) as it relates to the housing request.

Documentation and all relevant information should be completed or provided by an appropriately qualified professional currently treating the student. _Alternately, the provider may write a letter or report that provides this information._ Documentation completed by a family member is not acceptable. For psychological disabilities, _evaluation and documentation should be within the last six months_ unless the condition is one that does not change over time. All requests will be evaluated on a case-by-case basis.

**Single Room Accommodations:**
Requests for a single room as an accommodation based solely on a desire to have a “quiet, undisturbed place to study” or as a need for a “reduced distraction environment” will not be granted. By virtue of the shared facilities, resources, and number of people living under one roof, it is unrealistic to assume that a private room would provide a quiet, distraction-free space to any appreciable degree beyond living in a standard double room.

**Apartment Accommodations:**
Aside from serious allergies, most requests for apartments as an accommodation will not be granted. The residential halls have single rooms, as well as access to water and kitchens, thereby fulfilling almost all accommodation requests.

**Assistance Animal Request:**
If a student is requesting to bring an assistance animal into their residence, a qualified professional must complete the DSS Housing Assistance Animal Form instead of the Housing Documentation form.

_These forms and additional documentation can be dropped off in Student Affairs, Attn: DSS_  
OR  
Concordia University: Student Affairs  
Attn: Disability Support Services  
2811 NE Holman Street, Portland, OR 97211  
**FAX:** 503-493-6575, Attn: Disability Support Services  
**Email:** disabilitysupportservices@cu-portland.edu

Revised 8/2019
1. What is the diagnostic code and severity level (mild, moderate, severe) that impact the student’s physical and/or cognitive function? Please state the specific diagnosis, DSM-5, or ICD-10.

2. What evidence supports this diagnosis(es)? Please provide a copy of any test results supporting the diagnosis(es) (i.e. audiogram/vision report, psycho-educational evaluation, etc.) or other information used to reach the diagnosis.

3. How long has the student experienced this condition and what is the expected duration?

4. Considering the mental and physical requirements of being a student in college and life in the residence halls, what recommendations of accommodations or services do you recommend to address the impact of the condition in the living environment? Please provide us with an indication of the level of need for the accommodation(s) and the consequences of not receiving it.

5. Is there any other information you would like to add that might be helpful to us in working with this student?

Please attach any other information (evaluations) relevant to the student’s current condition and that supports the student’s request for a housing accommodation at Concordia.

Evaluator Information:

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Revised 8/2019
Instructions for Requesting an Assistance Animal in Concordia University Housing

An assistance animal is one that is necessary to enable the resident with a disability an equal opportunity to use and enjoy University housing. An assistance animal may provide physical assistance, emotional support, stability and other kinds of assistance. Assistance Animals do not perform work or tasks that would qualify the animal as a “service animal” under the Americans with Disabilities Act (ADA). Assistance animals that are not service animals under the ADA may be permitted, in certain circumstances, in University housing pursuant to the Fair Housing Act (FHA).

University residents may be eligible to bring an assistance animal into their residence if Concordia’s Disability Support Services (DSS) determines that the requested assistance animal is necessary for the resident with a disability to have equal access to housing. In order for DSS to make this determination:

- The resident requesting an assistance animal must complete the DSS Accommodation Request form and the DSS Housing Accommodation Request Form.
- A qualified professional must complete the Housing Assistance Animal Form (see below).

IMPORTANT NOTES:

- Documentation must be submitted to DSS before a request for an assistance animal will be reviewed by DSS.
- Residents whom DSS approves for an assistance animal in their residence must comply with their Housing Contract and CU’s Service and Assistance Animal Policy.
- DSS does not approve ESAs for stays under 30 days, or in the middle of a term if it requires changing rooms.
- Students may not board exotic animals such as, but not limited to, reptiles, rodents (other than hamsters and guinea pigs), ferrets, hedgehogs, skunks, rats, raccoons, squirrels, potbellied pigs, monkeys, arachnids, or any farm animals.
- Emotional distress resulting from having to give up an animal because of a “no pets” policy does not qualify a person for an accommodation under federal law.
DSS Assistance Animals Documentation Form [Completed by Medical Professional]

Student Name (Print): ___________________________ Date: _________________________
Name of Assistance Animal: ___________________________ Animal Type: _______________ Animal Age: _______

Student’s requested accommodation is for the following term:

☐ Fall  ☐ Winter  ☐ Spring  ☐ Summer

Year: _________

Instructions for clinician:
This form must be filled out by a qualified professional who is currently working with the student. Please answer the questions as thoroughly as possible. Alternately, the provider may write a letter or report that provides this information. Documentation completed by a family member is not acceptable. For psychological disabilities, evaluation and documentation should be within the last six months unless the condition is one that does not change over time. All requests will be evaluated on a case-by-case basis.

Federal laws define a person with a disability as, “any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment.” Disability has both diagnostic and functional elements, and BOTH elements need to be documented for effective accommodation determination.

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Attn: Disability Support Services
2811 NE Holman Street, Portland, OR 97211
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Phone #
1. Diagnosis
Diagnostic code (ICD-10 or DSM-5): 

Severity level (mild, moderate, severe): 

2. Relationship
Please summarize relevant history and/or clinical observations (i.e., how is this student substantially limited by this diagnosis). Include how long you have been treating the client.

3. Treatment
What is the client’s current treatment (medication, counseling, bibliotherapy)?

4. Information about the proposed Assistance Animal
   a. What symptoms will be reduced by the student having an assistance animal in residence with them?
   
   b. What is the proposed Assistance Animal being prescribed to the student? And is there evidence the Assistance Animal has helped this student (currently or in the past)?
   
   c. Is there a different/another accommodation that could be provided in the residential setting to meet this student’s needs? If so, please describe below.
   
   d. Have you met the animal you are prescribing, and have you seen the student interact with the animal?