

CONFIDENTIAL



**OFFICE OF DISABILITY SERVICES
DISABILITY DOCUMENTATION CRITERIA**

Dear Health Professional,

A patient in your care is requesting accommodations for disability or emotional support as a student at Presentation College. Disabilities accommodation documentation for the applicant **must**:

- **Clearly state the patient's name & diagnosed disability or disabilities**
- **Describe the functional limitations** resulting from the disability or disabilities.
 - In regards to ESA please answer the following question: Does the person seeking to use and live with the animal have a disability as defined by the ADA: a physical or mental impairment that substantially limits one or more major life activity?
- **Statement on how long the evaluator has been working with the student** — i.e., completed within the last 5 years for learning disability, last 6 months for psychiatric or mental health diagnoses, or last 3 years for ADHD and all other disabilities (This requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature).
- **Describe the specific treatment and/or accommodations requested** [Some examples include: alternative test format, audio books, extended testing time, distraction-reduced environment, note taker, assistive technology, enlarged text, counseling, or the use of an emotional support animal (type of animal specified) in conjunction with other therapeutic treatments].
 - *Please note: Presentation College provides free counseling to students.*
- **Be typed or printed on official letterhead and be signed** by an evaluator qualified to make the diagnosis (include information about license or certification and area of specialization).
- **Include complete educational, developmental and medical history & past accommodations, services and/or medications** relevant to the disability for which accommodations are being requested.
- **Include a list of all test instruments or mood screening** used in the evaluation report and relevant subtest scores used to document the stated disability or mental health diagnosis. (This requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature.)

Please return documentation or direct any questions to:

Sophia McDermott, Career & Learning Center Director
Presentation College - Office of Disability Services
1500 North Main Street
Aberdeen, SD 57401
Phone: (605) 229-8581 Fax: (605) 229-8518 Email: Sophia.McDermott@presentation.edu