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Learning Support Services
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Support Animal (Emotional Support Animal, ESA) Provider Documentation Form

A support animal (ESA) is a reasonable accommodation, defined by the ADA as a change, exception, or adjustment to a rule, policy, practice, or service that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling, including certain public and common use spaces. ESAs do not perform work or tasks that would qualify them as “service animals” under the ADA or, under the circumstances, in Linfield Campus Housing under the Fair Housing Act.

NOTE: ESAs may not be brought to the residence hall until official approval has been given from Learning Support Services. If the student is living in pet friendly housing and requesting to change their housing-approved pet to ESA status, the animal may remain in the student’s living space. Please submit all necessary information with enough lead time to allow the office to fully consider your request.

In most cases, ESAs are allowed in their handler’s assigned dwelling space (i.e. residence hall or campus apartment). ESAs are not allowed in the dining hall, classrooms, a roommate’s private bedroom without permission (applicable to apartment living only), library, or other areas of campus.

Residents who Learning Support Services and Linfield Residence Life approve for an ESA in their campus residence must comply with the Linfield Guide to Living.

Purpose

This form is intended to provide Learning Support Services (LSS) with information to determine a student’s eligibility to bring an ESA into university housing. The healthcare provider need not use this specific form, but all the information requested here is necessary for the institution to have to consider an ESA request; the form is provided as a convenience.

Interactive Determination Process

The ADA defines disability as (1) a physical or mental condition which (2) substantially limits one or more major life activities. That suggests that a diagnosis (label) does not necessarily equate with a disability (substantial limitation).

Emotional distress resulting from having to give up an animal because of a “no pets” policy does not qualify an individual for an accommodation under federal law.

An approved ESA must reside in the student’s assigned living space while the student is not present. In most cases, Linfield requires ESAs to be a common household animal that meets local laws/regulations and can safely reside in a campus living space.

The documentation review process will be completed by LSS staff. Documentation will remain confidential in keeping with Linfield University's established policy for any disability-related documentation provided to LSS. At times, additional university stakeholders (i.e. Housing, Dining, or Health Center Staff) will review the documentation to provide input on how their staff can reasonably support a request.

Service Animals

For questions regarding whether a student's animal is a service animal under the ADA or for more information about the process for service animals on Linfield University's campus, please contact Learning Support Services.

Linfield Housing Support Animal Documentation Form

Information to be filled out by the student:

Student's Name: _____

Date of Birth: _____

Student Phone Number: _____

Student ID Number: _____

Student's requested accommodation is for the following terms:

Fall Jan Term Spring Summer

Year: _____

Signed student release of information (optional)

Due to the confidential nature of the information request, providers may choose to have the requesting client/patient sign this form acknowledging the release of relevant medical information.

By signing this form, I give permission to the provider listed below to complete this form in full. I understand that this information will be used by Linfield University's Learning Support Services (LSS) and other "need to know" parties to evaluate my ESA accommodation request. Information submitted to Linfield University through this form will be used only to evaluate an ESA accommodation request and not for consideration of other accommodations. Documentation will be stored by Learning Support Services with the same confidentiality practices afforded to all disability-related documentation reviewed by LSS.

Student Name (print): _____

Date of Birth: _____

Student Signature: _____

Date: _____

Information to be filled out by the provider:

This form must be completed by a qualified professional. Name, signature, title, and professional credentials must be provided. Please answer the following questions as thoroughly as possible.

Name: _____

Title: _____

Phone Number: _____

License/Certification Number: _____

Date: _____

Please provide thorough answers to the following questions:

1. Visit Information

a. Date first seen:

b. Number of visits:

2. Indicate the impact of the client's diagnosis(es) on **each** of the following major life activities:

Life Activity	Mild	Moderate	Substantial	Unknown	N/A	Additional Comments
Bodily Functions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Fine motor tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Physical self-care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Seeing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Hearing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Breathing						
Sleeping	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Life Activity	Mild	Moderate	Substantial	Unknown	N/A	Additional Comments
Eating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Standing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Lifting/ bending	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Walking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Focus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Memory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Interacting with others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Unlisted (indicate):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

3. Please explain how the support provided by the animal alleviates the functional limitation(s) identified above:

4. Is the proposed ESA specifically prescribed by you as part of this student's treatment plan?
5. Are there additional housing accommodations that could be provided to this student in addition to or in place of an ESA?
6. What type of animal is the proposed ESA? *Dogs and cats are the most frequently requested ESAs and are typically adapt well to the communal living setting of the University residence hall. If another type of animal is being suggested for this student, please explain why you believe this animal is a better choice.*
- a. ESA species:
 - b. Age:
 - c. Non-traditional ESA explanation:
7. Have you discussed the responsibilities associated with properly caring for an animal while engaged in typical college activities and residing in campus housing?

YES

NO

- a. Do you believe that those responsibilities might exacerbate the student's symptoms in anyway? (If you have not had this conversation with the student, we will discuss it with them later).

This form can be returned to:

Learning Support Services
Linfield University
900 SE Baker St.
McMinnville, OR 97128

Email: lss@linfield.edu

Phone: 503-883-2562

Fax : 503-883-2360 or lss-fax@linfield.edu