



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Center for Student Accessibility
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CSA Documentation Guidelines for ESA Request

The Center for Student Accessibility (CSA) provides independent eligibility determinations to enable students to receive reasonable accommodations pursuant to the Americans with Disabilities Act (ADA), as amended (ADAA), Fair Housing Title VIII of the Civil Rights Act of 1968, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended. A student must provide CSA with sufficient and appropriate disability documentation, and documentation must be provided prior to the onset of a request for accommodation. **The Center for Student Accessibility DOES NOT accept documentation from pay-for-service websites.** Once disability documentation is evaluated by the CSA professional staff, accommodations may be provided.

1. Documentation must be formatted as a professional letter containing the elements listed below or documentation submission may be a copy of a recent evaluation which has been completed by a licensed professional, physician, or specialist and/or who has recently provided treatment.
2. Documentation must be typed, signed, and dated by a professional with appropriate credentials and on official business letterhead and must contain these elements:

_____ **DIAGNOSIS** – Have your treating physician, psychologist or LCSW to state the medical or psychological impairment including DSM-V and ICD 10 codes. You must have a long-standing (6 months or longer) relationship with your practitioner.

_____ **DATE FIRST DIAGNOSED** - establish an initial date when a diagnosis was made.

_____ **SEVERITY OF CONDITION** - explain manner and degree of how the impairment affects the individual (Example: loss of hearing is considered mild, moderate, or profound).

_____ **RELEVANT TESTS AND OR MEASUREMENTS** used in establishing a diagnosis.

_____ **METHODS OF CURRENT TREATMENT** - include current use of any medications and possible side effects which may adversely interfere with cognitive functioning, ability/inability to control symptoms, pain management system, or current rehabilitation efforts.

_____ **IMPLICATIONS FROM THE CONDITION** which may adversely affect the individual as a student or as an employee in a postsecondary educational environment and/or living or working on a college campus.

_____ **RECOMMENDATIONS** for academic and campus living accommodations.

_____ **VACCINATION RECORDS** must be current, and verification provided.