REQUEST FOR HOUSING ACCOMMODATION

Individuals with a disability seeking a housing accommodation (i.e., an exception to standard Carleton housing rules and procedures) other than the use of a service animal must document their disabilities and the need for the requested accommodation. This information must be documented by a licensed healthcare provider with competence and expertise in the area of diagnosis. Different requirements apply to requests to use a service animal. See the front of this form.

Housing accommodations are not academic accommodations. In order to determine if special housing arrangements are a reasonable accommodation, we must receive detailed documentation of the correlation of your disability-related limitations with the need for special housing arrangements that cannot be either secured through the Room Draw process or completed after a room has been drawn.

A decision on housing accommodations cannot be made without proper documentation. Such documentation should come from an outside practitioner if the student is being seen by one. The Student Health and Counseling (SHAC) staff can provide support or can answer questions, but may not have enough knowledge of your history or situation to provide enough documentation to support an accommodation.

In order for your documentation to be as complete as possible, the following questions should be answered:

- What is the problem?
- How long will it continue?
- How does the problem manifest itself?
- What aggravates the problem?
- What makes it better?
- What sort of housing situation is *NEEDED* or ideal?

If we are unable to accommodate your request, we will assist you in making good choices in the room draw process or will work with you after Room Draw to make the room meet your needs. Accommodations that also include roommates are also difficult to approve since we are limited in our spaces and options. Your documentation must state clearly why a particular roommate may be a part of your accommodation.

Procedure for petitioning for a housing accommodation:

**Step 1**  
Pick up this form and read it thoroughly.

**Step 2**  
Fill out this form and have your health care provider complete the Medical Documentation form.

**Step 3**  
Submit the form and all supporting documentation to the Office of Disability Services for review by the Director.

**Step 4**  
The Director will review the request and decide if more information is needed. The Director may consult with other College staff or your health care provider prior to making a decision. You may be contacted by College staff members for more information regarding your request.

**Step 5**  
If needed, Disability Services Staff may ask for a meeting to discuss your requests in more detail. You may request a meeting if you think it would be helpful.

**Step 6**  
The Director will make a decision regarding your request and inform you in writing.
Please explain your need for the accommodation (be as specific as possible), addressing all items you marked above. Please include why the specific accommodation(s) requested would be the best / only option for you. If you are requesting to use a service animal, it is sufficient to state what type of animal you are requesting to use (e.g., dog), whether the animal is required because of a disability, and what work or task the animal has been trained to perform.

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Please attach any supporting documentation or have it mailed / emailed / faxed to:

OFFICE OF DISABILITY SERVICES
CARLETON COLLEGE
ONE NORTH COLLEGE ST.
NORTHFIELD, MN 55057
507-222-5250 PHONE
952-479-5305 FAX
CDALLAGER@CARLETON.EDU