



Emotional Support Animal Request for Accommodation

Redlands Community College works with employees and students to provide accommodations for needs related to cognitive, mental health, physical, and medical disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, The American with Disabilities Act of 1990, the ADA Amendments Act of 2008 (ADAAA), and the Fair Housing Act Amended (FHAA).

ADAAA defines disability as a physical or mental impairment that substantially limits one or more major life activities. Under this definition, an impairment is a disability if it substantially limits the ability of the person to perform a major life activity as compared to the average person in the general population, and generally lasting more than 6 months.

The individual making the request for an Emotional Support Animal (ESA) should complete this form as soon as practicably possible before bringing the ESA on campus property. This initiates the process of seeking approval for an ESA. This application process could take up to 20 business days once all documentation has been turned in to the Disability Coordinator.

Identifying Information Requesting an Emotional Support Animal (ESA):

Student/Employee Name: _____

Home Address: _____

Contact Phone Number: _____

College Email: _____

Are you currently an: ☐ Employee ☐ Student ☐ Both

Disability Questions

The following questions will assist the Disability Coordinators in assessing whether an Emotional Support Animal is necessary for you to reasonably use in Redlands housing or office setting. Please provide complete, detailed answers for all questions below so we can better assist you with your request. Please attach answers on additional paper if needed.

1. Describe your disability/disabilities, giving any symptoms, restrictions or functional limitations related to your disability pertaining to housing and/or office and your request for an Emotional Support Animal.



2. List any symptoms, restrictions or functional limitations related to your disability/disabilities pertaining to housing and/or office.

3. Why do you believe an Emotional Support Animal is necessary, related to your disability, for you to have an equal opportunity at Redlands Community College? What impacts may occur as a result of your not being approved for an Emotional Support Animal?

4. Describe or list any treatment(s) related to your disability, such as medications or therapy.

5. What strategies do you practice which assist you in compensating for your disability?

Documentation of Disability

Documentation must be provided by a reliable third-party that is qualified to make an assessment regarding an Emotional Support Animal (ESA) (e.g., a physician or other medical professional), establishing that you have a disability and that the Emotional Support Animal is necessary to provide you an equal opportunity while on Redlands Community College property. Please have your physician/provider complete the ESA Provider Request for Information. Once the appropriate Disability Coordinator receives all forms, an Intake Appointment may be scheduled. Please contact the appropriate Disability Coordinator with any questions or concerns.



Redlands Community College has two (2) Disability Coordinators on campus. We have one for employees and one for students. Listed below is their contact information:

Disability Coordinator for Employees (DCE):

Ms. Kim Andrade

Office Phone: (405) 422-1267

Email: andradek@redlandsccl.edu

Office Location: AFCC114

Disability Coordinator for Students (DCS):

Ms. Kacey Daniels

Office Phone: (405) 422-1203

Email: Kacey.Daniels@redlandsccl.edu

Office Location: SS-005