



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

Identifying Information Requesting a Service Animal (SA):

Owner 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 a Service Animal (SA) is necessary for you to reasonably use in Redlands housing or workspace. 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. Is the Service Animal required because of a disability? ☐ Yes ☐ No

2. What work or task has the Service Animal been trained to perform?



To help us ensure that your College assigned room/workspace is appropriately arranged and comfortable for both you and your service animal, could you please let us know what species the animal is? This information will only be used to assess space and layout needs, and not be used to evaluate the validity of your accommodation request.

Title I (Employment) does not define "service animal" the same way Titles II and III (Public Access) do. Under Titles II and III, only dogs (and in some cases miniature horses) qualify as service animals. In the workplace, however, there is no strict species limitation. This means that other animals may be considered reasonable accommodations if they are trained to perform tasks related to the employee's disability.

Type of Species: _____

Alternate Caregiver in Case of Emergency

As part of our emergency preparedness planning, we kindly ask that you identify an alternate caregiver for your service animal in the event that you are unable to care for the animal due to an emergency or unexpected situation. This is solely to ensure the safety and well-being of both you and your service animal, and to help us respond appropriately in case of a crisis. This cannot be a fellow student in housing or employee at the College (unless the College personnel are the parents/guardians/family member of the student/employee).

Name: _____

Home Address: _____

Contact Phone Number: _____

Email: _____

Please return form directly to the appropriate coordinator:

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:

If the individual is a Student, send to:

Redlands Community College Attention: Kacey Daniels 1300 South Country Club Road El Reno, OK 73036-5304	Phone: (405) 422-1203 Email: Kacey.Daniels@redlandsc.edu
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If the individual is an Employee, send to:

Redlands Community College Attention: Kim Andrade 1300 South Country Club Road El Reno, OK 73036-5304	Phone: (405) 422-1267 Email: andradek@redlandsc.edu
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