



## Documentation for Emotional Support Animal (ESA) Form

\_\_\_\_\_ has requested to have an Emotional Support Animal (ESA) as an accommodation for a documented disability. A person with a disability is defined as someone who has a “physical or mental impairment that substantially limits one or more major life activities.” New England Conservatory complies with the American Disabilities Act and Section 504 of the Rehabilitation Act of 1973. This documentation must show that there is an identifiable relationship or nexus between the documented disability and the assistance the animal provides. If approved, this accommodation permits the student to have an ESA in his/her residence hall room only. The student is not permitted to have the ESA on any other campus property except that needed to enter and exit the residence hall room.

To provide reasonable accommodations for the student you have evaluated or treated, it is necessary for him/her to make available specific and detailed documentation of his/her disability which is current and up-to-date. This documentation must be completed by a physician, psychologist, or certified educational specialist (not a relative of the student).

---

### **Proposed Emotional Support Animal:**

Name of Animal: \_\_\_\_\_

Type of Animal: \_\_\_\_\_ Age of Animal: \_\_\_\_\_

### **The following information should be typed on official letterhead and submitted by the student's certifying licensed physician, psychologist, psychiatrist or social worker:**

1. Name, address, and phone number of physician, psychologist, psychiatrist, or specialist
2. Professional credentials of physician, psychologist, psychiatrist, or specialist
3. Student's (client's) name
4. Date of original diagnosis and date of last evaluation
5. How long has the provider been seeing the patient/client?
6. Is it your clinical judgement that an emotional support/therapy/comfort animal is necessary for the patient/client to be able to function in campus housing? Are there alternative housing accommodations or recommendations that could be considered?
7. In what way is the use of the animal a nexus between the student's disability and the ability to reside on campus? (please describe in detail; discussing such items as these below:)

- a. *Describe the current impact of (or limitation imposed by) the disability as it relates to the student's need for the ESA*
- b. *Explain how the ESA alleviates one or more symptoms or effects of the disability*
- c. *Is there evidence that an ESA has helped the student in the past or currently?*
- d. *Indicate the level of need for the recommended accommodation and the consequences of not receiving it.*
- e. *Have you discussed the responsibilities of properly caring for an animal while engaging in a rigorous academic setting and residing on campus? Do you believe those responsibilities might exacerbate the student's symptoms in any way?*

**Documentation should be submitted to the following address:**

Rebecca Teeters, Associate Dean of Students  
New England Conservatory  
Office of Student Services  
290 Huntington Ave.  
Boston, MA 02115  
[Rebecca.Teeters@necmusic.edu](mailto:Rebecca.Teeters@necmusic.edu)  
Fax: 617-585-1285