



Housing Accommodation Request Form

Email: accessibility_services@sage.edu
Troy Campus: 65 1st Street Troy, NY 12180
 Phone: 518-244-6874 Fax: 518-244-6874
Albany Campus: 140 New Scotland
 Avenue, Albany NY 12208
 Phone: 518-292-8624 Fax: 518-244-6874

Accessibility Services Policy Russell Sage College is committed to promoting self advocacy and facilitating a positive and inclusive learning environment for students with disabilities. Any student with a documented disability is eligible to receive services from the Accessibility Services Office. In accordance with Section 504 of Rehabilitation Act of 1973 and the Americans with Disabilities Act, support services and reasonable accommodations are provided when requested by a student who qualifies for them. Students seeking accommodations are required to present a current evaluation for their disability conducted by a licensed professional. The purpose of accommodations is to reduce or eliminate any disadvantages due to a disability. Russell Sage College is committed to removing barriers to access for students with disabilities.

Note: Newly accepted students are strongly encouraged to contact Accessibility Services upon enrollment so that appropriate accommodations can be provided in a timely manner. Students can at any time request accommodations, however, accommodations cannot be applied retroactively. Requests for residence hall accommodations should be made as soon as the student has decided to attend Russell Sage College. Requests need to be confirmed each year. This does not require new documentation, just confirmation that previous accommodations are still needed. Upon receipt of form, Accessibility Services will review the provided documentation. If the accommodation requested is approved the Residence Life Office will be informed of the accommodation, who will then work directly with the student, as needed, to make the housing accommodation arrangements.

Due Dates: **April 1:** Due date for Continuing Students to Submit Accommodation Request for the following Fall Semester
 June 1: Due date for New Incoming Students to Submit Accommodation Request for the following Fall Semester
 December 1: Due date for New and Continuing Students to Submit Request for the following Spring Semester

Please contact the Accessibility Services Office with any questions.

PART I (Completed by the Student)

Name: _____ Preferred Name: _____ Preferred Pronouns: _____
 Date: _____ Student ID Number: _____ DOB: _____ Age: _____
 Residence Hall: _____ Room #: _____
 Cellphone Number: _____ Message okay? ☐ Yes ☐ No
 Email address: _____ Best way to reach you: ☐ Phone or ☐ Email
 Current Class Year: ☐ FY ☐ SO ☐ JR ☐ SR ☐ GR Major/Area of Study: _____

1. Please indicate the disability that prompts you to seek accommodations:

2. If this request is due to a temporary condition, please indicate expected duration.

****Note:** Documentation is required to consider a request to have an emotional support/comfort animal in Sage housing as a reasonable accommodation for a disability. Such documentation is NOT required for a service animal. See Russell Sage College policy on Service and Comfort Animals for more information.

Do you require emergency evacuation assistance? ☐ Yes ☐ No

*If yes, please describe the assistance you require: _____

Please have a qualified medical or other licensed health care provider complete PART II (below) of this application. Applications cannot be considered until both parts are received. By signing below you certify that the information you have provided is accurate and true, to the best of your knowledge. Signing of this document also approves that (pending receipt of documentation) Accessibility Services can inform residence life and public safety of your requested accommodations. If at any time you wish to take back that consent, Accessibility Services must be notified of this request in writing.

By signing below you certify that the information you have provided is accurate and true, to the best of your knowledge.

Signature: _____

Date: _____

PART II (Completed by the Provider)

To the Student: This form must be completed by a qualified licensed healthcare professional and Russell Sage College reserves the right to request additional documentation.

To the Evaluator: The student named below has represented that they have a disability which will require accommodations at Russell Sage College. The information you provide will be used to determine the appropriateness of the requested accommodation(s). Please take the time to complete this form and thoroughly answer all questions. We must receive an original form with your signature. We cannot accept substitutions for this. Please contact us with any questions. All information provided to us is confidential. With the student's permission, we may contact you directly for additional information to assist us in making a determination.

Please contact the Office of Accessibility Services with any questions.

1. Student Name: _____

2. Which accommodation(s) are requested? (Please list and describe as needed)

Please note that Russell Sage is not required to provide a 1:1 attendant or tutor, any individually prescribed device, or any services of a personal nature.

3. Please identify the physical or mental impairment for which you are treating the student (the student's diagnosis or disability):

4. Please list date of onset and severity: _____

5. How long have you been treating the student? _____

6. When was the last date of treatment you had with the student? _____

7. If this request is due to a temporary condition, please indicate expected duration: _____

8. Please list any current functional limitations and educational impact:

9. For each accommodation requested above, please describe why the requested accommodation is necessary:

Healthcare Professional Name: _____

Professional License: _____ State: _____ License Number: _____

Signature: _____ Date: _____

Address: _____