The following list should be used only as a guide for clinicians when writing a letter of support for Wofford students requesting an Emotional Support Animal (ESA) as a reasonable accommodation in campus housing. Documentation should include all relevant information, including but not limited to:

1. Describe the general nature of your therapeutic relationship with the client.
2. Is your clinical relationship primarily based on the condition for which the ESA is being prescribed?
3. How many sessions have you had with the client?
4. Has the client interacted with the animal in your presence? If so, what was the effect that you witnessed? If not, what grounds are you basing your recommendation?
5. Confirm that the individual has a mental health diagnosis that you feel rises to the level of disability and include a description of any functional limitations that result from that disability.
6. Do you believe that the recommended animal serves a role in mitigating the impacts of the disability in ways that go beyond the benefits that the typical individual receives from a pet?
7. Explain how the animal helps alleviate the impact of the condition.
8. Are there specific negative impacts of the person’s not having the animals with them in their residence hall/living space?
9. If an ESA is approved, do the care responsibilities to the animal in this context represent challenges that need to be considered or addressed in a particular manner?
10. Can you validate the specific animal requested?
11. Are you aware of or have you recommended any training for the animal? If so, please describe.
12. If the use of an ESA in a new approach or for fluid condition, provide a date at which the effectiveness or ongoing need should be confirmed.

Office of Counseling and Accessibility Services