

Butler Community College
Request for Reasonable Accommodation
Residence Life (updated March 2023)

*You are required to submit this form to Butler Community College Residence Life Office to document your reasonable accommodation request. Documentation should be received soon after the submission date of your housing application to ensure you can be accommodated. **Please contact the Director of Disability Services for Emotional Support Animal requests.***

Student Information (this section to be completed by the student)

Name: _____ Student ID: @ _____
(First, M.I., Last)

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____
(include area code)

Butler Community College Housing Assignment (if known) _____

Specific Accommodation Requested: _____

Relationship between limitation/disability and requested accommodation: **(on a separate sheet)**

Signature: _____ Date: _____

Health Care Provider (to be completed by treating health care professional)

Name of Treating Health Care Professional: _____

Specialty: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Date of initial contact with student: _____ Most recent contact: _____

Was the contact in-person: _____ Last date of in-person contact: _____

Practitioner should provide the following: 1) verification that you have been actively treating the individual making the request within the past year; 2) verification that the individual has a qualifying medical condition or disability that limits a major life activity; and 3) the nature of the disability and recommended accommodation(s) and duration of accommodation; and an explanation of how the reasonable accommodation will assist the student. This information on your professional office letterhead, including credential and licensure number. Return this completed form and requested letter to:

Butler Community College Office of
Disability Services
901 S. Haverhill Rd.
El Dorado, KS 67042
Fax: 316.323.6498

Information provided will remain confidential and will only be shared with Butler Community College employees involved in assisting with the request for a reasonable accommodation. It will have no bearing on your eligibility for housing.