



Housing Accommodation Request Provider Documentation Guidelines:

**Please note, we do not consider any applications requesting housing accommodations for ADHD accommodations/distraction-free environments. Our decision is based on the fundamental design and purpose of campus housing. Residence halls are designed primarily as living and sleeping environments rather than dedicated study spaces. Consequently, dorm rooms are not inherently low-distraction environments for any student, regardless of disability status.*

- Supporting documentation includes a letter from a licensed medical or mental health provider along with any other supporting documentation/evaluation/assessment.
- Supporting documentation must be no older than 3 years (as long as the conditions are the same) and must be completed by a licensed medical or mental health provider who is not a family member. If this timeline is a concern, please email housing@gordon.edu.
- Clearly state the disability diagnosis and its functional limitations.
- Clearly state how these limitations impact one's college housing experience.
- Clearly state recommendations for college-appropriate accommodations. Recommendations should make evident how the disability impacts the student and what accommodations are being requested. Recommendations should come with alternatives in the event that a certain accommodation cannot be fulfilled.
- Must include the provider's official letterhead, current address of medical practice, date, and provider signature - include state license #.

Submission Instructions:

Ask your provider to submit your supporting documentation to the Gordon College Office of Student Life, ATTN: Housing, using one of the following methods:

- [Secure Link*](#)
- Fax: 978-867-4678*
- Mail: 255 Grapevine Road, Wenham, MA 01984 ATTN: Office of Student Life

*Prior to faxing or uploading your documentation, please label your document as follows: LastName_FirstName_MM-DD-YYYY, ex. Gordon_Adoniram_08-01-2026

Once you have completed the items above, please email housing@gordon.edu to notify us of your submission.