Elements of Quality Reports (not for ESAs)

The report must include the name, title, and credentials of the professional. All letters must be typed on letterhead, signed, and dated. It would be useful if the report contains the following components.

- Diagnosis for which the accommodations are requested and a description of the methodology used
- Previous history and prognosis of the disability
- Description of the current functional limitations and explanation of how the diagnosis substantially limits a major life activity
- The severity of the condition
- An explanation of past services and accommodations
- Recommendations and rationale as to why the accommodations are requested