



Disability Support Services

GUIDELINES FOR PROVIDING SUPPORTING DOCUMENTATION FOR DISABILITY SUPPORT SERVICES

If you are requesting a letter from your treating physician to document your request for disability support services, the letter should be on identifying letter head and should contain the following.

1. A clear statement of the clinical diagnosis of the condition.
2. A precise indication of the onset of the problem or condition and whether or not it is continuous.
3. How the problem or condition has impacted on the student negatively, particularly in relation to school achievement or attendance. If the physician is treating the condition, a clear explanation of the treatment is required, particularly in reference to the anticipated length of treatment and any side effects that impact negatively on the student's attendance or performance in classes.
4. **Original** signature of the treating physician (a stamped signature is unacceptable).