



**Middle Georgia**  
State University

**Disability Services Office**  
100 University Pkwy  
Student Life Center, Suite 266  
Macon, GA 31206  
Phone 478-471-2985  
Fax 478-471-5730

A patient of yours is enrolled at Middle Georgia State University and is requesting accommodations due to a disability. Comprehensive documentation enables the Disability Services Office to determine appropriate accommodations for individual students on a case by case basis. Please address the following checked items:

- ✓ A clear diagnostic statement and date of diagnosis
- ✓ A description of the diagnostic criteria, evaluation methods, tests and dates of administration, and/or a clinical narrative
- ✓ A description of how the disability impacts the student and the severity of the functional limitations
- ✓ Information on the cyclical or episodic nature of the disability and suspected environmental triggers to episodes
- ✓ A description of current medications and any adverse side effects
- ✓ Recommendations for accommodations and support services that are logically related to the functional limitations
- ✓ A statement of your medical specialization and qualification enabling you to provide the information requested in this letter.

Thank you for your assistance in providing the students of MGA equal educational access. Please return this information, dated and on letterhead, to the address above. You may also fax the information to our office at (478) 471-5730. If you have any questions, please do not hesitate to contact me.

Sincerely,

Allen Chastain  
Director of Disability Services