

University of Louisiana at Lafayette
Office of Disability Services
 Documentation Criteria to Register and Receive
 Accommodations Through ODS

Revised Fall 2014

The following guidelines are provided for students identifying themselves as having a disability for which services are needed. To ensure that documentation is complete and appropriate the following information is needed:

A clear statement of the disability	Current symptoms which meet the criteria for the diagnosis	Current use of medication
Functional limitation and expected impact on performance		A concise statement of credentials

- Documentation must be properly prepared by a licensed professional qualified to diagnose and treat the disability.
- The documentation must be typed or word processed and printed on **LETTERHEAD** of the practitioner or agency hosting the practice. Handwritten notes on prescription pads **ARE NOT** accepted.
- All documentation must be current, within the past **THREE** years. The exception to this exists in the case of permanent disabilities.

We encourage you to use the template provided below. This is a template only. Do Not Fill in the Blanks.

Dear Dr. Landry:

[Name] is a client/patient who was last seen at [name of practice] on [date]. He/She has reported to me [issues which lead to the discussion of disability services: i.e. "difficulty in school, particularly performing in the classroom test taking format"]. With this mind, we are requesting you speak with this student regarding any services your office may be able to assist him/her with. The following is the information requested so that these services might be rendered.

1. His/Her diagnosis is:
 - a. [generalized anxiety disorder, cerebral palsy, etc]
 - b.
 - c.
2. Current Symptoms include:
 - a. Anxiety
 - b. easily distracted
 - c.
3. Current use of medication:
 - a. Seroquel XR 150mg QHS
 - b.
 - c.
4. Functional limitations and expected impact on performance:
 - a. inability to concentrate in class
 - b. anxiety in test taking situations
 - c. frequent restroom breaks, etc
5. Credentials:
 - a. Medical doctor with 25 plus years experience in psychiatric medicine, etc.

If there are any other questions or concerns, please feel free to contact my office.

[signature]

Office of Disability Services

Dr. Carol Landry, Director

Dr. Kim Warren, Ass't. Director

Ms. Dee Domec, Admin. Ass't.

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126 Conference Center, Rex Street, UL Lafayette Campus

<http://disability.louisiana.edu>

Provides students with disabilities access to higher education through the use of accommodations. Students are responsible for providing the following information in order to register and receive accommodations through ODS.

Affiliated Programs:

Supported Education Program (SEP)

Dr. Kim Warren, SEP Advisor

kimawarren@louisiana.edu

337.482.5252

126 Conference Center, Rex Street, UL Lafayette Campus

Provides students with psychological disabilities additional assistance with negotiating higher education.

Student Support Services – Disability Program

Dr. Kim Warren, Coordinator

sss-disability@louisiana.edu

337.482.1410

111 Conference Center, Rex Street, UL Lafayette Campus

Provides students with disabilities the opportunity to participate in a program that supplies academic, financial and financial aid, career, transfer, and graduate school counseling services. Participation priority is given to those who are verifies as low income and/or considered to be first generation college students.

Affiliated Student Organizations:

Delta Alpha Pi Honor Society

Dr. Carol Landry, Advisor

DAP@louisiana.edu

Honor Society to celebrate the academic accomplishments of specifically students with disabilities.

Beacon Club

Dr. Kim Warren, Advisor

beaconclub@louisiana.edu

Student organization *open to all students* interested in promoting disability awareness.