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:

<table>
<thead>
<tr>
<th>A clear statement of the disability</th>
<th>Current symptoms which meet the criteria for the diagnosis</th>
<th>Current use of medication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functional limitation and expected impact on performance</td>
<td></td>
<td>A concise statement of credentials</td>
</tr>
</tbody>
</table>

- 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.
ods@louisiana.edu
337.482.5252 (p) 337.482.1340 (f)
P.O. Box 44329 Lafayette, LA 70504
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.