



Middle Georgia
State University

Accessibility 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 Accessibility 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
- ✓ 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 Accessibility Services