

## Applying for Disability Support Services

There are two components of a request for services:

- **Comprehensive documentation of disability** from a certified professional
- **The Request for Disability Support Services form** completed by the student

You are responsible for providing **comprehensive documentation of disability** from a certified professional. If you have multiple disabling conditions, you will need to provide documentation addressing each disability. Please review the guidelines for documentation (<http://studentaffairs.iub.edu/dss/documentation/>) for more information. If an existing report provides all the information requested in the documentation guidelines, please submit that report to Disability Support Services. If neither you nor the professionals you have worked with have a report which provides the required information, documentation of your disability may be facilitated by printing this documentation form and delivering it to your doctor to be completed.

In addition to submitting disability documentation, you must submit a **Request for Disability Support Services form** (which can be found in the 'DSS Forms' box on the right side of our website). This form asks for your contact information and class standing, and then gives you the chance to describe your disability in your own words and to explain the ways the disability will impact your functioning in an academic setting. There is a place for you to describe any accommodations you have received in the past and to list the types of accommodations you think would help you at Indiana University. It is important that you, the student, complete this form in your own words. Please note that the accommodations you receive will be influenced by what accommodations you request. You can either type in your responses on the computer or print out the form and fill it in by hand, but you must print it out in order to sign it.

**Disability documentation** and the **Request for Disability Support Services form** can be mailed, faxed, or hand delivered to our office; together or under separate cover.

More information at <http://studentaffairs.iub.edu/dss/>

Indiana University Bloomington  
Office of Disability Services for Students

## Request for Medical Information for Temporary Impairments

**Student Name:** \_\_\_\_\_ has requested support services from the Office of Disability Services at Indiana University Bloomington due to a temporary impairment. University policy requires that students requesting such assistance provide documentation from the attending physician in order to establish eligibility for services.

Please complete all sections of this form and return it as soon as possible so that we may verify the student's eligibility for services. Please call 812-855-7578 if you have questions. The completed form may be faxed to 812-855-7650 or it may be mailed to:

**Disability Services for Students  
Indiana University  
601 E. Kirkwood Ave.  
Franklin Hall 006  
Bloomington, IN 47405**

**Diagnosis:** \_\_\_\_\_

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**Clinical Manifestations/Symptoms:** \_\_\_\_\_

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**Functional Limitations:** \_\_\_\_\_

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**Certifying Professional**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Contact Information**

Disability Services for Students at Indiana University Bloomington will use the information you provide on this form to determine the student's eligibility for disability support services. We may have questions regarding this information. Please indicate a time of day at which you are likely to be available for phone contact from the Office of Disability Services for Students:

**Monday** \_\_\_\_\_

**Tuesday** \_\_\_\_\_

**Wednesday** \_\_\_\_\_

**Thursday** \_\_\_\_\_

**Friday** \_\_\_\_\_

**Other (Please specify)** \_\_\_\_\_