

**TO:** WHOM IT MAY CONCERN  
**FROM:**  
**DATE:**  
**RE:** DISABILITY INFORMATION

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In the process of determining disability accommodations students may need to provide third-party information to our office.

This information should:

- be on letterhead
- be signed by a professional (doctor, etc.)
- state a diagnosis.

The information should also state suggestions for what accommodations/services would be required or helpful for this student in the college setting, OR state areas of struggles related to the disability in a school setting.

Let me know if you have any questions. Thanks for your help.