



**Muhlenberg College Office of Disability Services
Special Housing Request
Diagnostician/Treating Professional Report Guidelines**

Dear Diagnostician/Treating Professional,

Your patient, _____, is requesting a special housing accommodation while in attendance at Muhlenberg College. The student has been informed and agrees that the Special Housing Request process requires the Diagnostician to formulate a letter which documents the current evaluation and the medical necessity of the requested accommodation. The student has also been informed that the Diagnostician/Treating Professional providing the documentation must practice in the medical specialty specific to the condition presented in the application. The Diagnostician/Treating Professional should be an impartial individual who is not a family member nor in a dual relationship with the student.

The Documentation Report should include the following information, written on business letterhead.

- Your name, signature, professional credentials, license number, and contact information
- A diagnostic statement including the date of the most recent evaluation
- The current impact of (or limitations imposed by) the condition
- Treatments, medications, devices or services currently prescribed or used to minimize the impact of the condition
- The expected duration, stability or progression of the condition
- A detailed description of the recommended housing request
- A clear connection between the recommended housing request and the impact of the condition
- A statement of the level of need for (or consequences of not receiving) the recommended housing request
- If central air conditioning is a requested accommodation, please specify the medical necessity of central air conditioning vs. window air conditioning

You are welcome to contact the Office of Disability Service at 484-664-3825 with any questions. Thank you.

Special Housing Request
Office of Disability Services
Muhlenberg College
2400 Chew Street
Allentown, PA 18104
484-664-3825 (office) 484-664-3697 (fax)