Supporting Documentation Form

For provision of Disability Support Services at Holmesglen

Holmesglen requires that all students who request support from the Disability Liaison Office must provide appropriate medical/professional reports.

- The Disability Liaison Office requires information regarding the functional implications of your disability or medical condition relevant to your academic access.
- Health professionals that are recognised include Medical Specialists, General Practitioners, Psychiatrists, Psychologists and Physiotherapists.
- Services cannot be provided to a student who has not returned a supporting documentation form.
- Information must be provided by an appropriate health professional and may be recorded either on this form or in a letter report, which should be the original copy, on letterhead, legible, dated and signed.

The letter/report should include:

- Information on your condition
- Whether your condition is permanent, temporary or ongoing
- How your study may be affected
- Clearly identify the professionals qualifications

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**Student Authority for Provision of Information (to be completed by student)**

Student Name: ____________________________  Holmesglen Student Number: ____________________________

I hereby authorise the practitioner or health care provider to provide the information below and in any attachments, and I authorise Holmesglen Institute of TAFE to seek further information from the practitioner or provider if necessary.

Student Signature: ____________________________  Date: ____________________________

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**To be completed by Practitioner/Health Care Provider**

Practitioner/Provider Name: ____________________________

Address: ____________________________

Name of disability or medical condition: ____________________________

Indicate which category the disability/condition best fits into:

- [ ] Hearing  [ ] Vision  [ ] Mobility
- [ ] Learning  [ ] Medical  [ ] Mental Health  [ ] Other

Indicate which description applies:
The disability condition is

- [ ] Permanent  [ ] Temporary (report must be dated within the past 2 weeks)
- [ ] Ongoing

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The disability condition is

☐ Fluctuating (report must be dated within the last six months)

☐ Constant ☐ Improving ☐ Deteriorating

How does the disability or condition impact on the student's study?

☐ Reading ☐ Writing ☐ Mobility ☐ Memory and Concentration ☐ Other

☐ Participation in practical sessions ☐ Preparation of Essays and Assignments

Please comment on the issue/s indicated above.

__________________________________________________________________________

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Other comments or suggestions which may assist with determining possible support re.

essays/assignment/examination situations e.g. rest-breaks during exams, extra writing time.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Date: ___________________ Provider/Practitioner Signature: ____________________

For further information, please contact the Disability Officer at Student Services on the relevant
campus as listed below:

**Chadstone Campus**
Batesford Road, Chadstone, 3148
Telephone: 9564 1649/1972
Fax: 9564 2092

**Moorabbin Campus**
488 South Road, Moorabbin, 3189
Telephone: 9209 5880/5598
Fax: 9564 5899

**Waverley Campus**
586 Waverley Road, Glen Waverley, 3150
Telephone: 9684 6317/6257
Fax: 9802 6849