



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

Dear Diagnostician,

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 providing the documentation must practice in the medical specialty specific to the condition presented in the application. The Diagnostician 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)