ODS Disability Documentation Guidelines (DDG): Model Template

Note to clinicians: Using the seven-item Disability Documentation Guidelines (DDG), please provide current disability documentation for our student/your client or patient. Documentation should be type-written on your letterhead and must be completed in the seven-item format as seen below. Documentation which is not in the format below will neither be accepted nor will the student be eligible for ODS support services. Please email or fax to the attention of the Director of Disability Services: ods@barnard.edu or 212/854-7491 (fax).

The DDG below is in the correct/required format; info may not pertain to your client.

On your letterhead
Disability Documentation for (name of Barnard student and class year)
Date of documentation (student must have been seen within the previous six months)

1. *****, Associate Director, **** Counseling Center. ***** was in my eating disorders group last fall and spring semester. I have also seen her individually on a number of occasions.

2. **** has been diagnosed with depression and an eating disorder by several of our clinicians. Her depression, at its worst, involves self-loathing, suicidal ideation, and extreme interpersonal sensitivity. Her eating disorder, at its worst, involves fasting, bingeing, and purging. All the above symptoms have undermined her functioning at times.

3. **** diagnoses have been arrived at by numerous clinicians at our Center. She has been evaluated individually by psychologists and a psychiatrist, tracked weekly in the eating disorders group, and medically and nutritionally monitored in Health Services.

4. **** symptoms fluctuate in severity, depending partially on stress level. Her depression and eating disorder have made it hard for her to study well at times.

5. **** seems to have developed greater insight into the undermining potential of her disorders, and she is more willing to seek out therapeutic support. However, her disorders are long-standing and remain active.

6. **** has been on Prozac.

7. **** would strongly benefit from having her own kitchen, ideally in a single. Being able to prepare food would facilitate her ability to adhere to her meal plan, which she must do with considerable financial constraints. Living in a single would also help contain her interpersonal sensitivity, which has, at times, destabilized her psychologically.

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