

Disclosure of a Disability or Additional Support Requirements to a Member of Staff by a Student

Staff: Please complete this form with the student present. **A copy must be sent the Disability Service immediately** at disabilityinfo@greatermanchester.ac.uk You should provide a copy of the completed form to the student and keep a copy for your own records.

Student Name	Enter text here.
Student ID Number	Enter text here.
Staff name	Enter text here.
Declared disability	Enter text here.

Do you have any **written evidence** of this declared disability (e.g., GP letter, specialist report, diagnostic assessment?)

YES ☐ NO ☐

If **NO**, are you disclosing a **suspected** disability or **working diagnosis***?

YES ☐ NO ☐

If you **suspect** you have a specific learning difficulty (SpLD), autism, or ADHD, are you interested in accessing a diagnostic assessment through the university? (Further information regarding the procedure and cost will be emailed to the student separately).

YES ☐ NO ☐

Select ONE of the following options:

- ☐ **Option A**
I **consent** to this information being shared **only** with the University of Greater Manchester's Disability Service
- ☐ **Option B**
I **do not consent** to this information being shared with anyone other than the person completing this form. I **understand this will mean my support needs may not be met. (The original form will be kept securely stored by the University).**

Next Steps: if you have selected **Option A**, you will be contacted by the Disability Service inviting you to make an initial appointment to discuss support available for your studies. If you have selected **Option B**, you will not receive any further contact.

Student Signature and Date:	Enter signature here.	Enter date here.
Staff Signature and Date:	Enter signature here.	Enter date here.

** A suspected condition is based on an individual's suspicions that trigger a formal evaluation process. A working diagnosis is a term used by medical professionals for a tentative diagnosis based on current symptoms, tests and observations that may be awaiting full assessment results.*