

Guidance notes for staff for completing the Disclosure of a disability/additional requirement/medical condition form

Why should staff complete this form? To give students additional opportunities to disclose their disability to any member of staff ensuring the University is complying with the Equality act. This also ensures that all members of staff who need to know will do so in a timely manner (with the restrictions the students places on it) so the University can ensure all appropriate support can be put in place as fully as possible.

Which option should the student choose? The students should always be encouraged to choose option A as this ensures all appropriate support can be put in place as fully as possible, all other options restrict the level of support that can be put in place.

the form? The University cannot provide all of the appropriate support to the student and the University may be open to litigation claims.

What reassurance can I provide to the student on how the information will be treated? The