OFFICE OF DISABILITY SERVICES
DOCUMENTATION REQUIREMENTS

The documentation, written on letterhead, should be provided from an appropriate clinician and include the following elements:

- Diagnosis/diagnoses*
- Accommodation(s) needed
- Rationale for the accommodation(s) given the diagnosis/diagnoses
- Appropriate health care provider’s signature and license number.

*Please note:
- If diagnosis is Learning Disability, Attention Deficit Hyperactivity Disorder (ADHD), or an Autistic Spectrum Disorder (ASD, including Asperger’s Disorder), please submit psychoeducational evaluation and, if available, Individual Educational Plan (IEP).
- If diagnosis is related to a psychological/psychiatric, DSM or ICD format should be provided.
- If diagnosis is for a temporary condition, provider must indicate a time frame for accommodations.
- If multiple diagnoses are to be considered for accommodations, documentation must meet the requirements for each diagnosis.

Please submit documentation to:

Queens Campus:
Jason Luchs, Associate Director
Veronica (Ronni) Maggi | Case Manager
Office of Disability Services (ODS)
St. John’s University
8000 Utopia Pkwy
Marillac Hall Rm 134
Queens, NY 11439

Office: (718) 990-6867
Fax: (718) 990-2609
disabilityservices@stjohns.edu

Staten Island Campus:
Erin Ryan, Ph.D., Assoc. Director
Center for Counseling & Consultation
St. John’s University
100 Howard Ave
Spellman Hall
S.I., NY 10301

Office: (718) 390-4451
Fax: (718) 390-4036