



OFFICE OF DISABILITY SERVICES
DOCUMENTATION REQUIREMENTS

The documentation, written on letterhead (not prescription pad), should be provided by 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**, **license number**, and **date**

*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 via email or fax to:

(By email, please provide a Word doc or PDF **attachment** only. Photo files, such as jpeg, are not acceptable.)

Office of Disability Services (ODS)
Jason Luchs, Associate Director
Veronica (Ronni) Maggi, Case Manager
St. John's University
8000 Utopia Pkwy
Marillac Hall Rm 134

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