



OFFICE OF DISABILITY SERVICES (ODS)
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). Psychoeducational or neuropsychological evaluations should be no more than 5 years old.
- If diagnosis is related to a **psychological/psychiatric**, DSM or ICD format should be provided, and provider should indicate length of treatment as well as specific details of how the condition impacts the student in an academic setting.
- If diagnosis is for a **temporary** condition, provider must indicate a time frame for accommodations – temporary conditions may include injuries such as broken bones or recovery from surgery.
- If **multiple diagnoses** are to be considered for accommodations, documentation must meet the requirements for each diagnosis.

Please submit documentation via email to disabilityservices@stjohns.edu as PDF attachment.

Contact for Queens and Staten Island Campus

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ODS Website: <https://www.stjohns.edu/life-st-johns/health-and-wellness/disability-services>