

Office of Accommodation & Accessibility Services

463 E 149th St., Bronx, NY 10455

60 West Street, NY, NY 10006

Phone: (212)343-1234 ext. 2810

Email: access@mcny.edu



Request for Accommodation Letters

In order to better respond to your request for an accommodation, the Office of Accommodation and Accessibility requires that you give us permission to provide the faculty member(s) with an accommodation letter. This letter will explain your specific requests related to your documented disability.

It is important that we provide this information at the beginning of the semester, more specifically, before add/drop period. Please note that the accommodation letter will be the only written form of communication provided to faculty. Accommodation letters will not disclose a student's diagnosis and/or disability and confidentiality will be maintained. The disclosure of a disability to a faculty member will be at your discretion.

Please complete the form below. Feel free to contact me with any questions or concerns you may have at the contact information below. Thank you.

Sincerely,

Marissa Sala, LMHC

Assistant Director of Student Clinical Services

(212)343-1234 ext. 2810

access@mcny.edu

I hereby acknowledged and understand the aforementioned procedure to request accommodation letters to provide to Faculty.

Student's signature

Date

Student's name (Print)

Date