Document Requirements

Version 5

Accessibility Documentation Guide

Accessible Learning Services (ALS) is here to support you throughout your time at Seneca Polytechnic. Students with disabilities are encouraged to inform Seneca of their needs at the beginning of the term and provide relevant, and current medical, psycho-educational or psychological documentation to the Accessible Learning Services office. Students who do not have current documentation will be strongly encouraged to undergo assessment in order to demonstrate eligibility for accommodation(s) and service(s) at the post-secondary level. The provision of all academic accommodations is individualized and based upon the impact of a student's disability on current academic performance.

To set up initial accommodations, a student must have current medical documentation based on functional limitations or an updated ADHD or LD assessment. Assessments completed after the student reaches the age of 18 are considered current. Reassessment may be required where more information is needed to understand the student's learning needs within the current post-secondary environment or if the student's health or other circumstances have changed or assessments are out of date. Out of date assessments are:

- completed 5+ years prior to the student's request for disability-related services, and

- used child measures and the student is now an adult

Why Do We Ask for Documentation?

We are guided by Seneca's Accessibility Policy as well as legislation under the Ontario Human Rights Code (OHRC), Accessibility for Ontarians with Disabilities Act (AODA), and the Ministry of Colleges and Universities (MCU).

We request documentation to support the process of planning your accommodation needs. It is helpful to submit documentation at the time you register with ALS but we understand this may be challenging. If you are unable to submit documentation when you register, we

encourage you to continue the process and speak with a staff member in ALS for guidance.

Who Can Provide Documentation?

Current documentation is the most helpful when discussing your need for accommodations and support. To obtain the most recent documentation available, contact:

- Your Registered Health Care Professional (RHCP):

  - Doctor, Nurse, Occupational Therapist, Physiotherapist, Audiologist, etc. (If you do not have a RHCP, contact Seneca Medical Centre to learn about heath care services provided at the campus)

- The high school or school board last attended

  - including any past psycho-educational assessment reports that may be part of your file

- The Office for Students with Disabilities at the college/university last attended

- Your disability service provider, such as W.S.I.B. or Case Manager

- Documentation from a health professional from your country of origin

What Documentation Do I Ask For?

Forms of documentation include:

- RHCPs will need to complete our Functional Assessment Form

- If a student is applying for the Ontario Student Assistance Program (OSAP) and has completed the Disability Verification Form (DVF), the DVF can be used to support accommodation needs

- Copy of a Psycho-Educational Assessment Report from the psychologist that completed the assessment or the high school you attended

- Individual Education Plan (IEP) from the high school you attended

- Accommodation Letter from college/university previously attended

- Copy of W.S.I.B. Health Professionals Report or Functional Abilities Form completed by your registered health care professional

I Do Not Have the Documentation Listed Above, What Do I Do?

If you do not have documentation, cannot obtain documentation in a timely manner, and/or require support urgently please register with ALS in order to meet with an Accessibility Counsellor and explore supports that may be available in the meantime. If you are not sure of what documentation to submit please contact ALS and an Office Assistant will be happy to answer your inquiries.

How Do I Submit Documentation?

Please visit our Student Portal to register and upload your documentation.

I have additional questions not covered above.

Please contact senecacnas@senecapolytechnic.ca or call us at 416.764.9700