

ALS: Document Requirements

Version 8

Published 9/27/2023 by [Nadezda Tsygankova](#) Last updated 3/17/2025 7:45 PM by [Tracey Laurin](#)



ACCESSIBLE LEARNING SERVICES

Accessibility Documentation Guide

Accessible Learning Services (ALS) is here to support students with disabilities throughout their time at Seneca Polytechnic. Students who are interested in receiving accommodations and supports through ALS are encouraged to inform Seneca of their needs at the beginning of the term or as soon as they can connect with ALS. As part of the registration process, students are asked to provide relevant medical, psychoeducational and/or psychological documentation to the ALS office. 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 accommodations, a student submits relevant medical documentation identifying functional limitations or an updated psychoeducational assessment in the case of learning disabilities/disorders. Psychoeducational assessments completed within the last 5 years or using adult measures and norms are considered current.

Reassessment or additional documentation may be required if:

- more information is needed to understand the student's learning needs within the current post-secondary environment
- the student's health or other circumstances have changed
- assessments are out of date

ALS staff can support students in determining where/how to obtain updated documentation.

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 for students' accommodation needs. It is helpful to submit documentation at the time of registration with ALS but we understand this may be challenging. If a student is unable to submit documentation when they register, we encourage them to continue the process and speak with a staff member in ALS for guidance.

Who Can Provide Documentation?

Current documentation is most helpful when discussing a student's need for accommodations and support. To obtain the most recent documentation available, students can contact:

- Their diagnosing Regulated Health Professional (RHP):
- E.g. Doctor, Nurse Practitioner, Psychologist, Audiologist, etc. (If you do not have an RHP, contact [Seneca Medical Centre](#) to learn about health care services provided on campus)
- The high school or school board last attended
- The Office for Students with Disabilities at the college/university last attended
- A disability service provider, such as W.S.I.B. or Case Manager
- Documentation from a health professional from the student's country of origin

Forms of documentation include:

- Seneca's [Functional Assessment Form](#)

- OSAP [Disability Verification Form \(DVF\)](#)
- Psychoeducational Assessment Report
- Individual Education Plan (IEP)
- Accommodation Letter from college/university previously attended
- Copy of W.S.I.B. Health Professionals Report or Functional Abilities Form

If documentation cannot be obtained in a timely manner and support is required urgently, students can [register with ALS](#) and meet with an Accessibility Counsellor to explore supports that may be available in the meantime. If it is unclear what documentation should be submitted, students can contact [ALS](#) we will be happy to assist.

Submitting Documentation

Students can visit the [ALS Student Portal](#) to register and upload documentation.

Questions?

Please contact senecacnas@senecapolytechnic.ca