

REQUEST FOR SUPPORT

To access Apprenticeship Success Centre services through the Centre for Accessible Learning (CAL) at Algonquin College.

INSTRUCTIONS

- Complete this form and submit it with disability documentation to the Apprenticeship Success Centre or Welcome Centre – contact details are on page 2.
- Students who cannot provide documentation may be eligible for temporary support and academic accommodations, until documentation becomes available.

PERSONAL INFORMATION

Student ID: _____ Name: _____

Date of birth: _____ Preferred Name: _____

Gender: Male Female Other Undisclosed

Student phone number: _____ Can we leave a message? yes or no

Student email: _____

Local student address: _____

Emergency contact (name, phone #, and relationship):

Name: _____ Phone Number: _____ Relationship _____

Due to confidentiality of services, students 18+ will be the sole contact for appointment arrangements.

I am already an Algonquin student attending classes

I plan to study at Algonquin starting in (month/year): _____

Program name and Level (example Plumber-Level 2): _____

DISABILITY INFORMATION

1. How do you identify your disability or suspected disability?

- ADD/ADHD ASD Brain Injury Learning Disability Mental Health
- Hearing Impairment: If so, do you need ASL interpreter and/or closed captioning
- Medical/Physical: If so, do you need height adjustable desk* seating*
- Visual Impairment: If so, do you need low vision classroom accommodation*
- Accessible print-based material (e.g., Braille, digital textbooks, accessible documents, etc.)**
- Other disability: _____

NOTE: *Specialized classroom equipment requests require valid documentation and **may take 6 to 8 weeks to arrange**. **It is recommended that you request accessible print-based material at least **4 weeks** in advance.

2. Are you submitting disability documentation with this form?

- Yes - skip to question #3
- No - please indicate reason below:
- I had documentation in the past but no longer have it
- I have an appointment to see a doctor or other health care professional. I will ask for documentation to be completed. Approx. date of appointment: _____
- I think I have a disability and may need to be assessed
- Other: _____

3. What is the reason you are registering with CAL? (check all that apply)

- I need academic accommodations and disability-related support services
- I need learning strategies and/or assistive technology to support my learning
- Other: _____

4. Briefly describe how you are impacted by your disability (or suspected disability) in an academic setting, e.g., concentration, reading comprehension, meeting deadlines, writing tests:

APPOINTMENT INFORMATION

Appointments are available in person, remotely via Zoom or by telephone. Please identify your preference when booking the appointment.

CONFIDENTIALITY

All student information is treated as strictly confidential. Use of the service is voluntary. Your disability documentation will be stored in a secure manner at the CAL and will not be released to third parties without your written consent in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Health Information Act (PHIPA). By submitting this form you are requesting services from the Centre for Accessible Learning at Algonquin College.

SUBMIT PAGES 1 & 2

Next Steps: Our staff will review this form and your documentation. **Be sure to check your voicemail and/or email for appointment information.**

Submit via Email:

apprenticesuccess@algonquincollege.com

To protect your personal information, it is recommended you use one or more of the following security options when submitting the Request for Support and/or medical documentation.

1. When possible, use your Algonquin College email account.
2. Add a password to the documents you are submitting. **Important:** Send the password in a separate email so your documents can be opened.