

## Disability Documentation Guide

Algonquin's Centre for Accessible Learning is committed to providing an appropriate level of accommodation and support to meet the needs of students with disabilities. Disability documentation that confirms disability and the potential impact of a disability within a college environment is required to provide the necessary level of accommodation and support; however, the disability diagnosis does not need to be specified. All information you share is kept in strict confidence. Students are not required to share medical information with faculty in order to access accommodations.

### Gathering Disability Documentation

Students with permanent or temporary disabilities who require academic accommodations are encouraged to register with the Centre for Accessible Learning (CAL). CAL will accept a variety of documentation to determine eligibility for academic accommodations, depending on the nature of your disability. **Review the chart on the next page for more details.**

#### **To obtain the most recent disability documentation available, you may wish to contact:**

- Your family doctor, medical specialist, psychiatrist, psychologist/psychological associate, ophthalmologist, audiologist or other Regulated Health Care Professional (RHCP)
- The high school or school board where you last attended
- Your disability service provider if you are sponsored through an external referral/ sponsoring source such as W.S.I.B.

An Individual Education Plan (IEP) document is not considered adequate documentation of a disability for the purposes of post-secondary academic accommodations.

Interim (temporary) accommodations, until we receive appropriate documentation, are possible. **For more information, contact 613.727.4723 x 7200 or email [welcomecentre@algonquincollege.com](mailto:welcomecentre@algonquincollege.com)**

### Important information about the Ontario Student Assistance Program (OSAP):

To confirm permanent disability for OSAP purposes, the **OSAP Disability Verification form must be completed and submitted to OSAP or Financial Aid.** You may retain a copy of this OSAP form and provide it to CAL to determine eligibility for academic accommodations. **Note:** OSAP requires a learning disability assessment be completed in the last 5 years, or completed after the age of 18, to confirm permanent disability status. This must be reported to OSAP using the OSAP Disability Verification form.

## Disability Diagnosis and Types of Documentation:

Disability documentation should be completed by a regulated health care professional that can confirm a permanent/temporary disability and the specific functional impacts.

A specific diagnostic statement is not required. However, disclosure of a diagnosis may be required for some government financial aid programs for students with disabilities.

Disability	Documentation
<p>Learning Disability (Diagnosed)</p>	<p>A copy of your latest comprehensive psychoeducational assessment, completed by a registered psychologist or psychological associate, which includes a diagnosis of a learning disability. An assessment completed within the last 5 years*, or at the age of 18 years or older, is preferred</p> <ul style="list-style-type: none"> <li>• The DSM-5 or The Learning Disability Association of Ontario (LDAO) definition of learning disability to be used when making LD diagnosis (<a href="http://ldao.ca/">http://ldao.ca/</a>)</li> <li>• The psychoeducational assessment should include recommendations for accommodations and support</li> <li>• *Some accommodations may be possible with older documentation.</li> <li>• CAL will work with students to update their psychoeducational assessment as required</li> </ul>
<p><b>For the disabilities below, you may submit any one (or combination of) the following documents:</b></p> <ul style="list-style-type: none"> <li>• Copy of the OSAP Disability Verification form (keep a copy before submitting to OSAP)</li> <li>• Medical Information Request Form available on the Centre for Accessible Learning website</li> <li>• A letter or detailed medical report from the appropriate Regulated Health Care Professional(RHCP).</li> </ul>	
<p>Attention Deficit/ Hyperactivity Disorder (ADHD)</p>	<p>A copy of your latest comprehensive psychoeducational assessment, completed by a registered psychologist or psychological associate.</p> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• A letter or form completed by a physician, psychiatrist, neuropsychologist, psychologist or psychological associate that includes:</li> <li>• Description of current level of functioning</li> <li>• Relevant personal and academic histories</li> <li>• Description of the nature of current symptoms and their potential impact within a college setting</li> <li>• Potential impact of medications on academic functioning</li> <li>• Recommended accommodations and supports</li> </ul>

Disability	Documentation
Autism Spectrum Disorder (ASD)	<p>A copy of your latest comprehensive psychoeducational assessment, completed by a registered psychologist or psychological associate.</p> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• A letter or form completed by a physician, psychiatrist, psychologist or psychological associate that includes:</li> <li>• Description of current level of functioning</li> <li>• Potential impact of the disability within a college setting</li> <li>• Recommended accommodations and supports</li> </ul>
Acquired Brain Injury (ABI)	<p>A letter or form completed by a physician, neurologist, neuropsychologist or RHCP that includes:</p> <ul style="list-style-type: none"> <li>• Potential impact of medications on academic functioning</li> <li>• Potential impact of disability within a college setting</li> <li>• A copy of most recent neuropsychological assessment, if applicable</li> <li>• Recommended accommodations and support</li> </ul>
Blind and Low Vision Disability	<p>A letter or form completed by an Optometrist, Ophthalmologist, or RHCP the includes:</p> <ul style="list-style-type: none"> <li>• Potential impact of disability within a college environment</li> <li>• Recommended accommodations and support including any adaptive technology needs</li> </ul>
Deaf, Deafness, Hard of Hearing	<p>The most recent Audiology Report; a letter or form completed by a physician or audiologist that includes:</p> <ul style="list-style-type: none"> <li>• Potential impact of disability within a college setting</li> <li>• Recommended accommodations and support including appropriate technical support (e.g. hearing aids, FM system)</li> </ul>
Mental Health Disability	<p>A letter or form completed by Physician, Psychiatrist, Psychologist or Psychological Associate which includes a:</p> <ul style="list-style-type: none"> <li>• Description of the potential impacts of the disability within a college setting</li> <li>• Potential impact of medications on academic functioning</li> <li>• Recommended accommodations and support</li> </ul>
Physical/ Mobility Disability	<p>A letter or form completed by a physician or RHCP that includes:</p> <ul style="list-style-type: none"> <li>• Description of strengths and limitations</li> <li>• Potential impact of disability within a college setting</li> <li>• Any use of assistive devices or specialized equipment</li> <li>• Environmental adaptations required</li> <li>• Recommended accommodations and support</li> </ul>

Disability	Documentation
Temporary Condition	<p>A letter or form completed by physician or RHCP which includes:</p> <ul style="list-style-type: none"> <li>• Nature of illness</li> <li>• If the condition is temporary or chronic</li> <li>• Potential impact of condition within a college setting</li> <li>• Potential impact of medications on academic functioning</li> <li>• Recommended accommodations and support</li> </ul>

## Understanding Your Disability Documentation:

When discussing your need for accommodations and support, it is important to understand what your disability documentation says about you. **Here are some questions that will guide you as you review your disability documentation:**

- What is my specific disability?
- How recent is my disability documentation? Does my disability documentation accurately reflect my current level of functioning?
- What is the potential impact of my disability within a college environment?
- What accommodations and support does my documentation say would be helpful for me to consider?
- Are there any other professional or community medical or mental health supports that my documentation indicates would be helpful to establish or maintain while I am going to school?
- Is there additional information that I need that is not addressed in my disability documentation?