|  |  |  |
| --- | --- | --- |
|  | **Guide to Disability Documentation** | Accessible  Learning Services |



Mohawk College Accessible Learning Services is committed to providing an appropriate level of accommodation and support to meet the needs of Mohawk College students with disabilities. Disability documentation that confirms disability and the potential impact of one’s disability within a college environment is required to provide the necessary level of accommodation and support. If a student wishes to access Federal and/or Provincial funding for educationally necessary assistive devices, diagnostic services, and other academic supports, confirmation of a permanent disability is required; however, the disability diagnosis does not need to be specified. Accessible Learning Services of Mohawk College agrees to keep all information you share in strictest confidence. Under the Freedom of Information and Protection of Privacy Act (FIPPA) we are unable to disclose any information without signed consent. Students are not required to share medical information with faculty in order to access accommodations. The following guide will provide students with the information they need to gather disability documentation and register with ALS.

**Gathering Disability Documentation**

Students with permanent or temporary disabilities who require academic accommodations are encouraged to register with Accessible Learning Services located in The Square, C102 (Station 1). Documentation outlining the functional limitations of disability is required; however, interim accommodations pending receipt of appropriate documentation, is possible.  All documentation is kept confidential in the office of Accessible Learning Services. For more information, contact (905) 575-2211 or email [als@mohawkcollege.ca](mailto:als@mohawkcollege.ca).

When gathering disability documentation, it is important to keep in mind that the most current documentation available is the most helpful when discussing your need for accommodations and support. 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 Registered 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.

**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?

You may wish to consult your physician, therapist, or other Registered Health Care Professional

(RHCP) when answering the above questions.

**Disability Diagnosis and Types of Documentation:**

|  |  |
| --- | --- |
| **Disability** | **Documentation** |
| Learning Disability  (Diagnosed) | A copy of your latest comprehensive psychoeducational assessment, completed by a registered psychologist or psychological associate, which includes a diagnosis of learning disability. An assessment completed within the last 3-5 years, or at the age of 18 years or older, is more relevant for an adult student.   * The Learning Disability Association of Ontario (LDAO) definition of learning disability to be used when making LD diagnosis (<http://ldao.ca/)> * The psychoeducational assessment should include recommendation for accommodations and support * Accessible Learning Services will work with students to update their psychoeducational assessment as required |
| Learning Disability (Elementary or Secondary School “Identification” through IEP or IPRC process, but no formal diagnosis of Learning Disability) | Most recent documents from school: Individual Educational Plan (IEP) and/or Identification, Placement and Review Committee (IPRC)   * **NOTE:** If documentation is an IEP, Accessible Learning Services will provide interim or temporary accommodations while an updated psychoeducational assessment is obtained. Interim accommodations may include extended time on test and access to the testing centre. * Options for funding a psychoeducational assessment include:  1. Apply for OSAP. If you are eligible for OSAP funding, the Bursary for students with Disabilities (BSWD) can cover all or most of the cost of psychoeducational assessment. 2. Contact any insurance plan under which you are covered to determine if psychological services are an eligible expense 3. Contact a psychology from the roster provided by Accessible Learning Services 4. Pay for the assessment using your own funds. If eligible for OSAP, student who have privately funded an assessment completed within 6 months prior to start of their program may qualify to be reimbursed for the cost of an assessment through BSWD. |
| Mental Health Disability | Documentation from a Physician, Psychiatrist, Psychologist or Psychological Associate which includes a:   * Description of the potential impacts of the disability within a college setting * Potential impact of medications on academic functioning * Recommended accommodations and support   Students may choose to have their physician or RHCP complete the Medical Documentation Form available online at:  <http://www.mohawkcollege.ca/student-life/academics/accessible-learning/register-for-accessibility-services> |
| Acquired Brain Injury (ABI) | A comprehensive report from a physician, neurologist, neuropsychologist or RHCP that includes:   * Diagnosis (voluntary) * Potential impact of medications on academic functioning * Potential impact of disability within a college setting * A copy of most recent neuropsychological assessment, as applicable * Recommended accommodations and support   Students may choose to have their physician or RHCP complete the Medical Documentation Form available online at:  <http://www.mohawkcollege.ca/student-life/academics/accessible-learning/register-for-accessibility-services> |
| Medical Disability | A letter from a physician or RHCP which includes:   * Diagnosis (voluntary) * Potential impact of disability within a college setting * Recommended accommodation and support   Students may choose to have their physician or RHCP complete the Medical Documentation Form available online at:  <http://www.mohawkcollege.ca/student-life/academics/accessible-learning/register-for-accessibility-services> |
| Physical/ Mobility Disability | A letter from a physician or RHCP that includes:   * Diagnosis (voluntary) * Description of strengths and limitations * Potential impact of disability within a college setting * Any use of assistive devices * Specialized equipment * Environmental adaptations required * Potential impact of disability within a college setting * Recommended accommodations and support   Students may choose to have their physician or RHCP complete the Medical Documentation Form available online at:  <http://www.mohawkcollege.ca/student-life/academics/accessible-learning/register-for-accessibility-services> |
| Blind and Low Vision Disability | A letter from a physician, or RHCP that includes:   * Diagnosis * Potential impact of disability within a college environment * Recommended accommodations and support including any adaptive technology needs (i.e. JAWS, Kurzweil, etc.)   Students may choose to have their physician or RHCP complete the Medical Documentation Form available online at:  <http://www.mohawkcollege.ca/student-life/academics/accessible-learning/register-for-accessibility-services> |
| Deaf, Deafness, Hard of Hearing | A letter from a physician, or copy of the most recent Audiology Report that includes:   * Diagnosis * Potential impact of disability within a college setting * Recommended accommodation and support including appropriate technical support (e.g. hearing aids, FM system)   Students may choose to have their physician or RHCP complete the Medical Documentation Form available online at:  <http://www.mohawkcollege.ca/student-life/academics/accessible-learning/register-for-accessibility-services> |
| Temporary Condition | A letter from the student’s physician or RHCP which includes:   * Nature of illness * If the condition is temporary or chronic * Potential impact of condition within a college setting * Potential impact of medications on academic functioning * Recommended accommodations and support   To provide updated medical information, students may choose to have their physician or RHCP complete the Medical Documentation Form available online at:  <http://www.mohawkcollege.ca/student-life/academics/accessible-learning/register-for-accessibility-services> |
| Attention Deficit/ Hyperactivity  Disorder (ADHD) | A copy of your latest comprehensive psychoeducational assessment, completed by a registered psychologist or psychological associate. An assessment completed within the last 3-5 years, or at the age of 18 years or older, is more relevant for an adult student.   * Accessible Learning Services will work with students to update their psychoeducational assessment.   A letter and/or formal assessment/treatment report from a physician, psychiatrist, neuropsychologist, psychologist or psychological associate that includes:   * Description of current level of functioning * Relevant personal and academic histories * Description of the nature of current symptoms and their potential impact within a college setting * Potential impact of medications on academic functioning * Recommended accommodations and supports   Students may choose to have their physician or RHCP complete the Medical Documentation Form available online at:  <http://www.mohawkcollege.ca/student-life/academics/accessible-learning/register-for-accessibility-services> |

**Note:** The student is responsible for paying any doctor’s fees related to the completion of the Medical Documentation Form or provision of any other reports or documents. In some cases, in order to assess and adjust required accommodations, or as required by specific program licensing boards, new or returning students may be required to provide updated documentation (within the last 6 months).