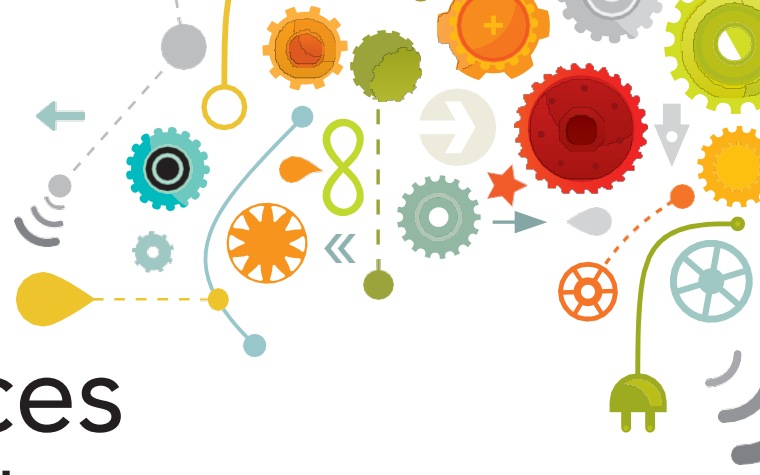


# Accessible Learning Services

## Secondary School Educators Guide



### We support students with disabilities to transition to Mohawk College

Mohawk College is committed to assisting our educational partners in the community help their students transition to Mohawk. For students with disabilities, and those that suspect they have a disability, registering with Accessible Learning Services early helps facilitate a smoother transition, and may facilitate long-term academic success.

This document is meant to assist secondary school educators while they support students with disabilities to transition to Mohawk College.

### Steps to getting ready

#### 1. Documentation

As a secondary school educator, you can support students to gather and be knowledgeable about their disability documentation. Students should gather the following relevant documentation:

- o Psycho-educational Assessment(s)
- o Neuro-psychological Assessment
- o Medical documentation

Students are encouraged to also provide any IEPs or IPRC documents. However, if an IEP is the student's sole documentation, only interim accommodations will be offered.

For more information on how your student can acquire or update his/her documentation please see the Guide to Disability Documentation found on the Accessible Learning Services website.

#### 2. Register with Accessible Learning Services

Students should contact Accessible Learning Services (ALS), as soon as they receive confirmation of acceptance.

**Please Note** – Only confirmed Mohawk College applicants can register and receive services from Accessible Learning Services.

To register connect with Accessible Learning Services at:  
905-575-2211  
accessiblelearningservices@mohawkcollege.ca

### Important Notes

**Early Identification** – While there is not a deadline to register, connecting with Accessible Learning Services at least **3 months prior** the start of the semester is strongly recommended. For students with high accommodation needs (for example blind, low vision, deaf, hard of hearing) registering with Accessible Learning Services **5 months prior** to the start of the semester is recommended.

**Attendant Care** – While Mohawk College does not provide attendant care services for students, Accessible Learning Services can help facilitate the application process and connect students with March of Dimes Canada as needed. For more information on how your student can acquire attendant care services at college and residence please see the Centre for Independent Living Toronto website ([www.cilt.ca](http://www.cilt.ca)).

**Communication Support** – Students with communication needs may contact Accessible Learning Services via email and appropriate arrangements will be made for an interpreter to attend meetings.



## Support Teams and Their Roles

### Secondary School Educator Role

Secondary school educators can offer transitional support to students by:

- o Assisting the student to access career counselling available at secondary school to ensure good program fit.
- o Preparing a package of disability related documentation for the student to then give to Accessible Learning Services along with their intake form.
- o Supporting students to obtain an updated psychoeducational assessment if funding is available through the school board or guardian's insurance.
- o Informing students that they are responsible for providing their disability documentation to Accessible Learning Services and advising them that the secondary school will not be sending their documentation automatically.
- o Helping students to articulate their strengths and challenges.
- o Encouraging students to connect with campus services and activities.
- o Promoting decision making and providing support and understanding for students as they develop their own educational goals.
- o Providing support and encouragement.

### Student's Role

The independence Mohawk College offers means that students are responsible for:

- o Disclosing their disability to Accessible Learning Services.
- o Disclosing is at the sole discretion of the student.
- o Providing appropriate disability documentation in a timely manner.
- o Following procedures for requesting and accessing accommodations.
- o Distributing their accommodation plan and discussing accommodations as needed.
- o Updating Accessible Learning Services if their accommodations are not being met or their needs have changed.

### Mohawk Accessible Learning Services Role

Accessible Learning Services offers support by:

- o Meeting with students to support their transition to Mohawk College (after student is a confirmed applicant).
- o Reviewing disability documentation and guiding students to obtain additional documentation as required, including funding options (i.e. updated psycho-educational assessment, medical documentation, etc.).
- o Working with students to create an accommodation plan to support disability related needs.
- o Consulting with faculty, staff and community agencies as needed to meet accommodation requirements.
- o Assessing students for learning and adaptive technology needs, and providing services and resources to support access and/or facilitate purchase.
- o Providing alternative format materials.

### Important Notes

**Confidentiality** – College employees may not discuss personal and confidential information with parents or anyone else unless student signs a release of information.

**Students Being their Own Advocate** – Mohawk College students are considered independent adults and are expected to communicate directly with Accessible Learning Services, professors and College staff.

**The Duty to Accommodate** – Accommodations are changes in the traditional rules and procedures surrounding teaching and testing which allow students with disabilities to participate on a 'level playing field'. Accessible Learning Services is not able to offer modifications to courses or curriculum. In Ontario, post-secondary institutions have a duty to accommodate students with disabilities. This means that institutions are expected to make reasonable effort to accommodate students with disabilities. Please be aware that Accessible Learning Services may need time to arrange accommodations.