

Staff: _____

Date: _____

Time: _____

Intake Form

Student Name: _____ Student #: _____

Date: _____

Type of Service Required

Services for Students

Please check:

- Academic Counselling (i.e. *I want to add/drop a course; I'm not doing well; I need help with studying*)
- Educational Planning (i.e. *I want to discuss my program and career; I want to register for another program*)

Personal Counselling (i.e. short term support for stress or problem solving that involves non-academic issues. Note: For students with ongoing counselling needs a referral will be made to community professionals for treatment/therapy)

- Accessibility Services (i.e. requires accommodation plan or academic support for ADHD/ADD, psychological/physical disability, learning disability, medical condition, etc.)

Services for Prospective Students

- Career Planning (i.e. assistance in selecting a program at St. Clair College)

Student Information

Telephone:

Primary: _____ Secondary: _____
Home Cell Home Cell

Can message be left at this number? Yes No Can message be left at this number? Yes No

St. Clair Email Address: _____

Personal Email Address: _____
(Non-Students)

Date of Birth: ____/____/____
D D M M Y Y

Name of Program: _____

Is it an Apprenticeship Program? Yes No

Sponsored by WSIB? Yes No

Sponsored by Second Careers? Yes No

Further information for students who may be seeking an Academic Accommodation Plan:

Accommodations provide students with disabilities the opportunity to overcome learning barriers that may exist as a result of a particular disability. In order to consider a student's request for academic accommodations while studying at St. Clair College, the student is required to provide the College with current documentation which:

- Is provided by a Regulated Health Professional qualified in the appropriate specialty area who has treated this student (approved list below)
- Is thorough enough to support the accommodations/supports being considered or requested

The Functional Limitations Assessment Form (psychological, medical, physical, etc.), Psycho-Educational Assessment (Learning Disabilities) are two examples of supporting documentation that are suitable to determine the appropriate academic accommodations. Each provides the appropriate Regulated Health Care Professionals in Ontario to document the functional limitations that a student with a disability is likely to experience at a college or university. The information provided by the appropriate health professional will help the College to any appropriate academic accommodations.

See the chart below to determine the appropriate health professional to complete the Functional Limitations Assessment Form.

Academic Accommodations:
 Recommendations for Documentation Standards and Guidelines for Post-Secondary Students with Disabilities

Regulated Health Professional's Guide to Completing the Functional Limitations Assessment Form for Post-Secondary Students with a Disability									
Approved Professionals	Section A	Section B	Section C	Section D	Section E	Section F	Section G	Section H	Section I
Family Physician	X	X	X	X	X	X	X	X	X
Medical Specialist	X	X	X	X				X	X
Psychiatrist	X	X	X	X					X
Psychologist	X	X	X	X					X
Psychological Associate	X	X	X	X					X
Optometrist					X				X
Audiologist						X			X
Ophthalmologist					X				X
Speech-Language Pathologist							X		X

The College will provide supports and services to all students with disabilities, both temporary and permanent, with valid supporting documentation. Interim accommodation requests will be received in good faith and can be provided pending receipt of medical documentation. Retroactive accommodations will be considered based on the unique circumstances of the individual matter. The College will give all Human Rights Code-related requests for accommodation meaningful consideration.

Procedure: The student is responsible to meet with a counsellor in Accessibility Services to discuss their functional limitations and accommodation needs and provide Accessibility Services with supporting documentation. Students are not required under the Ontario Human Rights Code to disclose their disability diagnosis (with the exception of Learning Disabilities) to receive accessibility supports and services and/or academic accommodations. Students are encouraged to meet with a counsellor prior to the start of a semester to provide information and arrange accommodations.

Student Signature: _____

Date: _____