

Accessibility Documentation Guide

Our Accessibility Services Department is here to support you throughout your time at Northern College.

Supports available to you include:

- Academic Accommodations
- Assistive Technologies
- Learning Strategies

We understand that providing documentation can be challenging in many ways.

Our goal in this guide to documentation is to help you through the process by providing you with the information you need to gather documentation when registering with Accessibility Services.

Why Do We Ask for Documentation?

We are guided by [Northern College's Academic Policy](#) as well as legislation under the [Ontario Human Rights Code \(OHRC\)](#), [Accessibility for Ontarians with Disabilities Act \(AODA\)](#), and the [Ministry of Colleges and Universities \(MCU\)](#).

We request documentation to support the process of planning your accommodation needs. It is helpful to submit documentation at the time you register with Accessibility Services, but we understand this may be challenging. If you are unable to submit documentation when you register, we encourage you to continue the process and speak with someone in Accessibility Services for guidance.

Who Can Provide Documentation?

Keep in mind that current documentation is the most helpful when discussing your need for accommodation and support. To obtain the most recent documentation available, contact:

- Your Registered Health Care Professional (RHCP): Doctor, Nurse, Nurse Practitioner, Occupational Therapist, Physiotherapist, Audiologist, etc. (If you do not have a RHCP, please contact your campus at Northern College)
- The high school or school board last attended (including any past psycho-educational assessment reports that may be part of your file, if available)
- The Office for Students with Disabilities at the college/university last attended.
- Your disability service provider, such as W.S.I.B. or Case Manager
- Documentation from a health professional from your country of origin

What Documentation Do I Ask For?

Forms of documentation include:

- RHCPs can write a letter or complete our Medical Documentation Form (INSERT LINK HERE)
- If a student is applying for the Ontario Student Assistance Program (OSAP) and has completed the [Disability Verification Form \(DVF\)](#), the DVF can be used to support accommodation needs
- Copy of a Psycho-Educational Assessment Report from the psychologist that completed the assessment or the high school you attended.
- Individual Education Plan (IEP) from the high school you attended.
- Accommodation Letter from college/university previously attended.
- Copy of W.S.I.B. Health Professionals Report or Functional Abilities Form completed by your registered health care professional.

If I Do Not Have the Documentation Listed Above, What Do I Do?

If you do not have documentation, cannot obtain documentation in a timely manner, and/or require support urgently please register with Accessibility Services and meet with an Accessibility Advisor and explore support that may be available in the meantime. If you are not sure of what documentation to submit, please contact Accessibility Services at your campus.

Can I Get Help with Requesting Documentation?

If you need help with requesting a copy of your high school or previous college/university documentation, contact Accessibility Services at your campus for support.

What Else am I Able to Access with My Documentation?

Students receiving OSAP may be able to access federal and/or provincial funding for necessary assistive devices, diagnostic services, and other academic supports. This includes students with permanent, prolonged/persistent, and temporary conditions.

For more information, reach out to the Accessibility Service Department on your campus to speak about documentation requirements.