

# STUDENT INTAKE REGISTRATION FORM

**This form is to be completed by any student who is NEW to Access for Students with Disabilities**

The information in the form is confidential. It is required to determine and advise on appropriate accommodations.

## First Meeting

During the intake meeting, you and your Access Advisor will determine which accommodations and resources you will use in college.

**For high school students only:** Depending on when you are starting at Vanier (fall semester or winter semester), you will be contacted in June or in January respectively, to set up your initial meeting with Access.

*If you are requesting accommodations, please complete this form and return along with supporting documentation*

to: **Mail or drop off to:** Access Centre, Vanier College, 821 Sainte-Croix, Montreal, Quebec, H4L 3X9 OR

**E-mail to:** [access@vaniercollege.qc.ca](mailto:access@vaniercollege.qc.ca) or **Fax to:** 514-744-7967 to the attention of Access for Students with Disabilities.

Date: \_\_\_\_\_

Semester: \_\_\_\_\_

## Student information

Last name: \_\_\_\_\_

First name: \_\_\_\_\_

Pronoun (He/ She/They): \_\_\_\_\_

Institution name (high school, college, university): \_\_\_\_\_

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Vanier College student #: \_\_\_\_\_

Program: \_\_\_\_\_

## Diagnosis

**Please indicate the name of the disability and/or health condition that you are requesting accommodations for.**

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## Accommodations

Have you received academic accommodations previously?  Yes  No

### Have you required any of the following accommodations/services?

- Accessible classroom furniture
- Assistive technology

*Specify:*

(e.g. screen reader, text to speech, dictation software, assistive listening device, screen magnification.)

- Captioned videos or other media
- Computer for exams

Document conversion or alternative text:

- braille  enlarged text  audio file
- electronic document
- Extra time for tests/exams
- FM System
- Laptop in class for note-taking
- Note-taker

- Personal care attendant
- Reduced course load
- Service or assistant animal
- Sign language Interpreter

*Specify:*  ASL or  Oral  Other

### How can Access support you?

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## Documentation

In order to assess requests for accommodations, please submit supporting documentation detailing your disability and/or condition from a qualified professional e.g. general practitioner, psychiatrist, psychologist, medical specialist, speech therapist, audiologist, etc. Some examples of supporting documentation include a psycho-educational report, a diagnostic letter from your doctor, psychiatrist or psychologist, or an audiogram. Please note that although helpful, **IEPs from high school are not sufficient.**

Ideally, documentation should include information such as:

- A clear statement of the condition/disability, including diagnosis and symptoms
- A description of the current impact of the disability and how it affects your education
- Current or past accommodations, any treatments, medications or assistive services in use
- The credentials of the diagnosing professional.

### Additional comments:

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Reserved for Access-  
Date: