

## STUDENT ACCOMMODATION REQUEST FORM

John Abbott College is committed to ensuring that all students have equal access to its programs and services. **If you are requesting accommodations, please complete this form and return along with supporting documentation:**

**By mail:** Access Centre, John Abbott College, 21 275 Lakeshore, Sainte-Anne-de-Bellevue (Quebec) H9X 3L9

**By Email:** [access.centre@johnabbott.qc.ca](mailto:access.centre@johnabbott.qc.ca)

DEADLINES to request accommodations:

- Students admitted for August (Fall entry) – **due June 1<sup>st</sup>**.
- Students admitted for January (Winter entry) – **due January 1<sup>st</sup>**.

### Student Information

Student ID Number: _____	Program: _____
Date of Birth: _____	Email address: _____
Last name: _____	First name: _____
Middle name: _____	Preferred name (if applicable): _____
Street Address: _____	City, Province, Postal Code: _____
Cell Phone Number: _____	Home Phone Number: _____

Primary diagnosis/condition \_\_\_\_\_

Secondary diagnosis/condition: \_\_\_\_\_

Please describe how your diagnosis and/or condition affects your daily functioning and your academic performance:

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Have you received accommodations/adaptations in the past?

Yes  No

If yes, what accommodations/adaptations were you granted?

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What accommodations/adaptations are you requesting?

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## Supporting Documentation

In order to evaluate appropriate and necessary accommodations, please submit supporting documentation detailing your specific diagnosis and/or condition from a qualified professional (i.e., doctor, psychologist, speech and language pathologist, audiologist).

Please note that although helpful in evaluating appropriate and necessary accommodations, **Individualized Education Plan (IEPs) from High School are not sufficient.**

## Mandatory In-Person Meeting

Upon reception and review of these documents, the Access Centre will contact you to schedule a mandatory in-person meeting prior to the start of the semester.

Any information provided to the Access Centre will be kept confidential. This information is required in order to determine appropriate and necessary accommodations at a college level. Consent to divulge any information to a third party will be discussed at the mandatory in-person meeting.

During the intake meeting, you and your Access Centre contact person will determine which accommodations and resources you could have access to. The intake meeting usually lasts between 45 minutes to an hour.

Additional comments/information you would like to provide:

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I acknowledge having read and completed all sections found on this *Student Accommodation Request Form* accurately and truthfully.

Signature: \_\_\_\_\_

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