



# Tips for Your Intake Meeting at the Accessibility Services Office

## Booking Your First Meeting

It is recommended that you contact the Accessibility Services (AS) as soon as you accept your offer of admission to your college or university. As part of the accommodations process, you will have an initial meeting with the AS office, typically called an intake meeting. You can find contact information for your school's AS office in the Colleges or Universities section of the TRG.

*Note: Be prepared to send documentation in advance of your meeting. When booking your intake appointment, ask "What specific documentation do you require?" and request a contact name, fax number, email, and/or mailing address.*

**Here are some examples of what you can say when you call to book your intake meeting:**

- "I had an Individualized Education Plan (IEP) in high school and am looking for similar supports at college/university."
- "I have a disability (you may be asked to be specific) and will require some academic accommodations at college/university."
- "I require assistive technology for my studies – who can I speak to about this?"

**How can you obtain copies of your documentation?**

- Your high school may have copies of the documentation in your Ontario Student Record (OSR). If you are still in high school, request copies of your most recent IEP and/or documentation from your resource teacher before you graduate. If you have graduated, simply contact the Student Services department or equivalent at your previous high school.
- Your family physician or specialist (e.g., Psychologist, Psychiatrist, Speech and Language Pathologist, Occupational Therapist) should be able to provide relevant reports or may be able to complete the relevant forms as requested by the AS office.
- If you are having difficulties, ask for assistance from the AS office staff.



## Preparation for Your Meeting

It's a good idea to take some time to prepare before your intake meeting with AS staff. The focus of the meeting will be you (the student) and your counsellor/advisor will want to hear from you directly. You are welcome to bring a parent, guardian, or friend to your meeting if you would like; however, you will want to be prepared to talk about yourself, your disability, and how it impacts your ability to learn or demonstrate your knowledge.

### **There are several steps you can take to prepare for your intake meeting:**

- Gather your documentation (medical reports, psycho-educational assessments, IEP, etc.). If required, send a copy to the AS office, and keep a copy for yourself as well.
- Review your documentation. Be prepared to give a summary of your documentation and your identified strengths and difficulties.
- If you are having trouble understanding your documentation, or don't know why an IEP was put in place, speak with your parents or guardians, resource teacher, and/or family physician/specialist.

### **Ask yourself:**

- Does your documentation accurately identify your strengths and difficulties? Is your documentation a good reflection of your current learning and academic profile?
- What accommodations and strategies have worked for you throughout your schooling? Do you use all of the accommodations listed on your IEP?
- What are your biggest academic concerns about starting post-secondary?

Remember to keep an open mind through this process. Prepare for the fact that you may not receive exactly the same accommodations that you had during high school. You are transitioning to a new system of education, with different expectations and graduation requirements.

## During Your Intake Meeting

Your intake meeting will likely take less than an hour. During the appointment, your counsellor/advisor will listen to your learning history and how your disability impacts your learning. They will discuss your documentation with you, and let you know what accommodations are appropriate and available. Your counsellor/advisor will outline how the accommodations will be put in place, and what responsibilities you will have moving



forward in implementing the supports (e.g., providing a Letter of Accommodation to professors/instructors or booking exam rooms).

### **Possible Questions for Your Counsellor or Advisor:**

1. Can I reduce my course load if needed?
2. Are there adaptive/assistive technology services? Is there software/equipment available on campus?
3. Can I get help to improve my skills, such as organization, time management, or note-taking?
4. What do I do if I am struggling with course content? Are there tutoring services available?
5. What transition or orientation programs are offered for students with disabilities?
6. Is there a common space, social events, or clubs on campus specifically for students with disabilities?
7. Is there funding available to me as a student with a disability for equipment or services?
8. What should I do and who should I contact if I have concerns regarding my academic accommodations?
9. How can I let the AS office know if I am comfortable with them speaking to other people about my support services? (e.g., my professors/instructors, parent(s), OSAP staff, etc.)

## **After Your Intake Meeting**

After your intake meeting is over, there will likely be several things for you to do to ensure your accommodations and services are in place.

### **Every school will be different, but your next steps may include:**

- Booking and attending appointments with other staff members, including:
  - Adaptive Technologist
  - Learning Strategist
  - Peer Tutor
- Giving your Letter of Accommodation to professors/instructors as soon as possible
- Booking a place in the Test Centre for midterms and exams
- Calling or e-mailing your AS counsellor/advisor if you are having trouble with your studies and are seeking a review of your accommodations
- Requesting renewed accommodations or re-registering with the AS office to continue to receive services each year