

Student Intake Form

*****DOWNLOAD***** this form before submitting it.

When you have completed the form, please email it to caes@flemingcollege.ca

Student Information

Full Name: _____ Student #: _____

Preferred Name: _____ Pronouns: _____

School and Program: _____

Local Address: _____
unit, street name, city, province, postal code

Home Phone: _____ Can we leave a message? Y ___ N ___

Cell Phone: _____ Can we leave a message? Y ___ N ___

Preferred method of contact: Email ___ Phone ___ Email: _____

Emergency Contact Information

Contact Name: _____ Relationship: _____

Contact Email: _____ Contact Phone: _____

Type of Disability or Reason for Appointment (please check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Acquired brain injury of head injury | <input type="checkbox"/> Medical (chronic or acute) |
| <input type="checkbox"/> Attention deficit disorder (ADD or ADHD) | <input type="checkbox"/> Mental health or psychiatric |
| <input type="checkbox"/> Autism Spectrum Disorder (ASD) | <input type="checkbox"/> Mobility |
| <input type="checkbox"/> Concussion | <input type="checkbox"/> Severe Allergy |
| <input type="checkbox"/> Hearing Loss | <input type="checkbox"/> Visual impairment |
| <input type="checkbox"/> Learning disability | <input type="checkbox"/> Other (specify): _____ |
| <input type="checkbox"/> I had an IEP in high school | |

What type of documentation do you have? My documentation:

- | | |
|--|--|
| <input type="checkbox"/> Fleming AES Documentation Form | <input type="checkbox"/> has been submitted to AES |
| <input type="checkbox"/> Health care professional's note/ letter (Dr's Note) | <input type="checkbox"/> will be submitted to AES (email/drop-off) |
| <input type="checkbox"/> Individual Education Plan (IEP) or IPRC | <input type="checkbox"/> I don't know what documentation I require |
| <input type="checkbox"/> Psychoeducational Assessment | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> OSAP disability verification form (DVF) | <input type="checkbox"/> No documentation (exploring disability) |

If you require this form in alternate format, please email disabilities@flemingcollege.ca
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Student Intake Form Continued

Funding Source(s), please check all that apply:

OSAP Second Career WSIB ODSP Other: _____

Intake Questions

Do you identify as having First Nation, Inuit, or Metis (status or non-status) ancestry? Y N
This is helpful to know if you are band funded, as changes to your academic status may affect funding

Are you attending Fleming as an International student? Y N

Dependents: Y N, if yes, # of dependents Employment during school: Y N, # of hours per week

What are your current concerns, needs, or questions about AES?

What supports or accommodations have you had or found useful in the past, and what ones are you requesting at Fleming and how do you think they will be helpful?

Do you require placement or field work support or accommodations? If so, please specify:

Academic strengths and challenges

Academic Tasks	Strength	Challenge	If a challenge, what would be helpful?
Attention or concentration			
Memory – short term			
Memory – long term			
Processing information			
Managing distractions			
Planning and organization			
Time management			
Communication			
Emotional regulation			
Group work			
Balancing or managing workload			
Social participation or social cues			
Motivation or Effort			

Accessible Education Services (AES)

Informed Consent, Confidentiality, and Sharing of Information Agreement

Student Name: _____

Student #: _____

Informed Consent

The following statements describe the essential elements of the accessibility counselling relationship, and it is important to us that you understand these before your appointment. **If you agree with all of them, sign and date the form.** If you have any concerns or questions about any of them, do not sign the form, but instead email the counselling receptionist at caes@flemingcollege.ca to let them know this is something you want to discuss with your accessibility counsellor.

Your counsellor will maintain your **confidentiality** except where required by law and ethics to report. Your counsellor is required to disclose information, without your consent, to authorities inside

or outside the College. These **rare** situations may include, but are not limited to, the following:

- You present a serious risk of harm to yourself or others. This may require sharing of relevant information with the Fleming Behaviour Assessment Management Team, as defined under Fleming's Violence Prevention policy #4-420, or the appropriate services, individuals, and/or authorities.
- If you reveal a case of apparent or suspected abuse (physical, emotional or sexual) or neglect of a child (who is under the age of 16 at that time). A professional, or member of the public, who is concerned that a 16- or 17- year-old is, or may be, in need of protection may, but is not required to, make a report to a society and the society is required to assess the reported information. [CYFSA, s. 125(4)].
- If you report sexual abuse involving a health care professional regulated under the *Regulated Health Professions Act* (e.g., physicians, psychologists, dentists, etc.).
- If disclosure is required to comply with a summons, subpoena, court order, statute, or regulation, or for the purpose of legal proceedings, or contemplated legal proceedings, in which Fleming College or a Fleming College staff member is, or is expected to be, a party or witness, and the information relates to or is a matter in issue in the proceeding or contemplated proceeding.

As part of our **collaborative** approach, your accessibility counsellor will share only the relevant and necessary information about you and your accommodations with the service providers in Accessible Education Services and across student services. This diverse team of professional staff including learning strategists, learning strategies advisors, assistive technologists, tutoring coordinators, assessment & testing coordinators, and accessibility facilitators, and student success coaches will have access to information on a **need-to-know basis** to provide or facilitate accommodations or services. The Manager and/or Director of Accessible Education Services will have access to your file as needed, to provide appropriate consultation and supervision.

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Accessible Education Services (AES)

Informed Consent, Confidentiality, and Sharing of Information Agreement

Informed Consent Continued

There are **no fees** for counselling services or the accommodations we set up for you. There are **risks** and benefits associated with accessing disability accommodations and accessibility counselling.

We use the data we collect from you to report annual anonymized data to the Ontario government and to review service effectiveness or student success rates. Your name or any identifying information is **not** reported and we only report on groups of students.

Your counsellor will create a Letter of Accommodation listing your accommodations and will email your faculty each semester to give them access to it. If you consent to your LOA being sent each semester, your counsellor will also support your faculty in the administration of the accommodations including clarifying or answering questions about your accommodations, and addressing any concerns or matters related to your accommodations. At the end of your first semester, you'll need to meet with your counsellor to review and renew your accommodations.

Collection, Use, and Retention of Personal Information

The Fleming AES team keeps records for all students who access any part of the service(s). Hard copy records are stored in locked filing cabinets, and electronic files are stored on a password protected secure server. Records are kept for 10 years following your last contact with your counsellor or 18th birthday (whichever is later), after which all records are deleted or destroyed.

Access to your counselling session notes is limited to Fleming counsellors within Health, Wellness, and Accessibility Services, and Management – only as needed. Access to your disability documentation is only available to staff members who require access to it, to provide accommodations or assess the need for accommodations or services. This documentation is never shared outside of circle of care team members listed above, without your verbal or written consent.

The Fleming AES team collects personal information necessary to provide services and to keep accurate records. Personal information collected may include, but is not limited to:

- Copies of correspondence with you or about you;
- Intake, consent, release of information and confidentiality forms and information, including identifying information, histories, address and other contact information;
- Scheduling, appointment, and support/service history;
- Session notes, emails, or points of contact;
- Referral information and records provided by other services or health providers

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Accessible Education Services (AES)

Informed Consent, Confidentiality, and Sharing of Information Agreement

Sharing Your Information Internally to Fleming Staff and Faculty

To provide streamlined and efficient communication and services, we ask that you initial beside any individuals, departments, or College units, that you consent to receive information related to providing your accommodations or services and that you are a student with either a temporary or permanent disability, on a **strictly need-to-know basis**.

Information related to providing your accommodations or services can include: what your accommodations or service needs are, functional limitations, academic progress, learning profile [strengths and areas for growth], ways or how to apply or provide certain accommodations in various learning environments, implications of accommodations on learning outcomes etc.)

<input type="checkbox"/> Faculty and Program Members*	<input type="checkbox"/> Program Chair/Program Dean
<input type="checkbox"/> Registrar's Office (records)	<input type="checkbox"/> Preceptor/On Site Supervisor
<input type="checkbox"/> Financial Aid/OSAP	<input type="checkbox"/> Placement Coordinator
<input type="checkbox"/> IT Services	<input type="checkbox"/> Security/Health & Safety
<input type="checkbox"/> Housing/Residence	<input type="checkbox"/> Other (specify): _____

(instructors, placement coordinators, program coordinators, program chairs, lab coordinators, clinical instructor, placement preceptor)

Due to system limitations (timetabling, schedule changes, faculty assignments etc.), there is a potential that your Letter of Accommodation is available to faculty in your program but who are not your direct course faculty member. If that occurs, you or faculty can notify us, and we will correct the information and ask the faculty to disregard and delete the Letter of Accommodation.

Your signature below indicates that you understand the above information, you consent to the sharing of your information within the Counselling and Accessible Education Services Circle of Care, and you consent that the above-noted individuals be given your information for the purposes of delivering the services mentioned above, and you consent to receiving services through our department.

This agreement is in effect for the duration of the time that you are a student at Fleming College. You have the right to withdraw consent for service at any time.

Student Signature: _____ Date: _____

***** DOWNLOAD***** the form before completing
Once you have reviewed and signed, please submit the form



FLEMING

Accessible Education Services Partnership Agreement

Accommodating students with disabilities at Fleming College requires a partnership between the student seeking accommodation and the Accessible Education Services (AES) Counsellor. AES counsellors will work collaboratively with students and faculty members to ensure equitable access to their education.

AES staff will rely on you to identify your needs and will work with you to ensure those needs are met in a reasonable, appropriate, and individualized manner.

AES wants to highlight the key expectations that you can have of us and the key expectations that we have of you, as a student accessing academic accommodations and services. This will ensure that we begin our relationship together from a place of shared understanding.

AES Responsibilities:

As a student with a disability at Fleming, here is what you can expect from your AES counsellor and the staff in Accessible Education Services:

- We will work with you to determine reasonable and appropriate academic accommodations and supports needed as a result of your disability-related functional limitations.
- We will ensure that you have appropriate access to your accommodations, and work with you and faculty members to resolve any conflicts or challenges related to your accommodations.
- We will be accountable and follow through on our commitments to you, and communicate any delays or changes related to meeting those commitments.
- We will uphold our values including respecting your:
 - privacy,
 - dignity,
 - autonomy,
 - independence,
 - and your right to access Fleming's courses and services without discrimination.
- We will continuously learn about disability, human rights legislation, accommodations, and practical and technological solutions to barriers in the post-secondary and related environments.

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Updated June 2022



Accessible Education Services Partnership Agreement

Student Responsibilities:

I understand that accommodation is a collaborative process and that I need to play an active role in developing, maintaining, and adjusting my accommodation plan, and utilizing my accommodations.

- You are required to provide AES with **relevant medical documentation related to your disability** before your accommodation appointment. If you don't know what documentation is required, visit the [Accessible Education Services Website](#) to determine what documentation is needed.
- You will be given information and accommodations, and it is your responsibility to communicate and provide feedback if there is a problem. You are an active participant in the accommodation process, and you will engage in a respectful manner in all aspects of the planning and use of your accommodations.
- You will **contact your AES counsellor in a timely manner if you:**
 - **need support requesting or negotiating accommodations** with your professors or instructors or other Fleming staff.
 - are **not able to resolve problems** or issues on your own and need support to have your accommodation plan set up or to access them the way they should be provided.
 - are **struggling in your courses** or feeling overwhelmed with your course work.
 - experience **any changes related to your disability**, courses, or tests that may require changes to your existing accommodations or additional accommodations.
 - have an accommodation **plan that is expiring soon** (expiry on the letter of accommodation)
- You will **attend** appointments and meetings **and be on time**. If you are more than 15 minutes late, your appointment will be cancelled. If you need to cancel or reschedule, you will email caes@flemingcollege.ca as soon as possible.
- You understand that accommodations are meant to remove barriers to participation or access to your education. Accommodation is provided so that disability-related functional impairments are not disadvantaging. However, accommodation does not guarantee your academic success.
- With accommodation, you are expected to meet the same learning outcomes and essential program elements as your peers.

I acknowledge and affirm that I have read this agreement in its entirety and fully understand and agree to its terms and my responsibilities to access accommodations and support through Accessible Education Services.

Student Name: _____

Student #: _____

Student's Signature: _____

Date: _____