



Tips for Your Intake Meeting at the Accessibility Services Office

Booking Your First Meeting

It is recommended that you contact the Accessibility Services (AS) at your chosen college or university as soon as you accept your offer of admission. 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 Research Your Institution section of the TRG.

Depending on your school, you may be able to request an intake meeting online, or by email or phone. Here are some examples of what you can say when you request your intake meeting:

- "I had an Individualized Education Plan (IEP) in high school and am wondering whether I can receive similar support."
- "I have a disability and will require some academic accommodations at college/university."

You may be asked to send or upload documentation in advance of your meeting. When booking your intake appointment, ask "What specific documentation do you require?" and ask about the best way to submit it.

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, contact your high school to request copies of the documentation you need.
- 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.
- Depending on the documentation that you have, you may be asked to obtain updated or more detailed documentation - your advisor can help with this step
- If you are having difficulties obtaining required documentation, 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 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, psychoeducational 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 are your biggest academic concerns about starting post-secondary? How do you think your disability-related challenges are going to affect your ability to learn and demonstrate your knowledge?
- What accommodations and strategies have worked for you throughout your schooling? Where are areas that you struggled and maybe needed more support?

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 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 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. booking exam rooms).

Possible Questions for Your Counsellor or Advisor:

1. Can I reduce my course load if needed?
2. Do I have access to Assistive Technology programs? Is there somewhere I can go for additional training on these programs?
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 or academic support 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. Will my accommodations continue automatically every year, or do I need to re-register or confirm my student status each year?
9. How will the accommodations be communicated to my instructors (if needed)?

After Your Intake Meeting

After your intake meeting is over, there may 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:

- Obtaining additional documentation, such as an updated psychoeducational assessment
- Booking and attending appointments with other staff members, including:
 - Adaptive Technologist
 - Learning Strategist
 - Peer Tutor
- Booking a place in the Test Centre for midterms and exams
- Contacting your AS advisor if you are having trouble with your studies and are seeking a review of your accommodations