

Documentation Requirements

1. When do I need to register with Access and Inclusion Services?

As soon as you have paid your MRU application fee. Register with Access and Inclusion Services and uploaded your documentation by completing the Public Request form on our website at www.mtroyal.ca/accessibility

2. What information do I need to provide in order to access academic accommodations at MRU?

Documentation of disability is required in order to access our services. The documentation of disability must be:

- (i) From a physician, psychologist, audiologist, ophthalmologist or other licensed specialist;
- (ii) Submitted on letterhead and include the clinician's name, title, phone number, address, dates(s) of assessment(s); and
- (iii) Dated.

In addition, the documentation must indicate the impact the disability(ies)/condition(s) has on the student in an academic setting. It may identify or recommend specific accommodations and supports that would reduce the barriers encountered in an educational setting.

Please note: Unless you have another documented disability, we do not provide accommodations for:

- exam anxiety
- English as an additional language

3. What happens after I complete the public request form?

You will be contacted by our office to schedule an intake meeting with an Access Advisor.

4. Where can I find my psycho-educational assessment?

If you received accommodation (for example, extra time on tests) in high school, your high school may have a psycho-educational assessment on file.

- If you graduated within the last year, call your high school to see if they still have your records. If you have been out of school for a while, the school board may have a copy of the assessment. Contact the student records office to request them.
- Calgary Board of Education Records Department can be reached at (403) 817-6175. For more information see <http://www.cbe.ab.ca/registration/records-and-transcripts/Pages/default.aspx>
- Calgary Roman Catholic Separate School District Records Department can be reached at: (403) 500-2817. For more information see: <https://www.cssd.ab.ca/Students/Records-Transcripts/Pages/default.aspx> or fax your signed permission to 403-500-2911
- You can fax signed permission to the board requesting they send the information to Access and Equity Services (Fax – 403-440-7255)