

## **Documentation Requirements**

### **1. When do I need to register with Accessibility Services?**

As soon as you have paid your MRU application fee. Register with Accessibility Services and uploaded your documentation by completing the Public Request form on our website at [www.mtroyal.ca/accessibility](http://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 Accessibility Services (Fax – 403-440-7255)