

ACCESS AND SUPPORT CENTRE

CONFIDENTIAL STUDENT INFORMATION FORM

Thank you for taking the time to tell the Access and Support Centre (ASC) team a bit about yourself. This information will help to guide your first meeting with our team. It also helps us determine the most appropriate way to assist you.

Name: _____ **Student Number:** _____

Program: _____ **Start Date:** _____

Date of Birth (d/m/y): _____ **Phone Number:** _____

Email Address*: _____

**Please note we will communicate with you primarily via your official college email address.*

What is the main reason for your visit to the ASC?: _____

Did you use an IEP or have an IPRC in high school?	Yes	No
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Do you have documentation available to support your diagnosis?	Yes	No
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Will you be able to acquire documentation with respect to your diagnosis?	Yes	No
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Do you have a psycho-educational assessment?	N/A	Yes	No
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If yes, what is the date on this assessment?: _____

Are you still investigating whether or not you have exceptionality?	Yes	No
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Do you require an ASL interpreter at your intake appointment? (American Sign Language)	N/A	Yes	No
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Access and Support Centre Privacy of Information

Students' personal information is held in confidence in the ASC. Personal information including medical documentation and psycho-educational assessments are collected in order to determine reasonable accommodation in accordance with the Ontario Human Rights Code. Personal information is maintained and disposed of in a secure manner, in compliance with relevant privacy legislation.

Information provided to the ASC remains within the ASC and does not become a part of the student's general academic record. All ASC staff members with access to student files maintain strict levels of confidentiality.

A student (or former student) may provide written consent to the ASC to disclose information in the student's ASC file to a third party. The ASC shall take reasonable steps to ensure that the consent is informed and voluntary.

Instances in which information may be disclosed without the student's consent include cases when there is reason to believe that there is a significant risk of bodily harm to the student or others, or, the student is involved in legal proceedings and the court orders or summons records.

The Access and Support Centre stores aggregate student data in our electronic database for the purposes of providing statistical reports to the Ministry of Training Colleges and Universities and for internal reporting purposes. We use such group data (not personal information) to provide statistical information to college/university administration and/or to develop reports about our services.

Students seeking access to their ASC file may submit a request to the Director of the Access and Support Centre, who will respond to the students request as governed by the Freedom of Information and Protection of Privacy Act.

I _____ (print name) have read the above statement and fully understand the terms and conditions stated.

Signature of Student

Date (d/m/y)