

JIBC Documentation Guidelines  
Request for Accommodations on basis of Disability  
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The student requesting an accommodation on the basis of disability is expected to provide appropriate, current, and sufficiently detailed documentation to support their request. The student is responsible for any costs associated with obtaining this documentation.

Appropriate documentation to support a request for Accommodation generally includes the following:

Documentation is current.

In general, documentation should be current, within the past 5 years.

Psychoeducational assessments and other assessments to support a diagnosis of learning disability should be dated within the past 5 years and should have been conducted when the student was at least 19 years old.

Documentation is detailed.

Documentation should be relevant to the disability and cover the nature, severity, prognosis and functional impact of the disability on the student and may include a formal medical diagnosis.

Documentation must also contain the following:

Date the assessment was conducted

Name of assessor

Profession/role of assessor

Professional registration or license number

Contact information for the healthcare professional

Signature of the healthcare professional

Documentation may be provided by the healthcare professional in the form of a report or formal assessment, written letter on official office/clinic letterhead, or on the JIBC form.

Documentation is appropriate

Documentation is provided by an appropriate medical professional including a currently practicing and registered Physician, Psychologist, Psychiatrist, Audiologist or other specialist and qualified clinician with appropriate expertise and licensing in the area in which they are providing a professional assessment.

Documentation to support a learning disability should come from a Registered Psychologist.

Documentation to support a mental health condition should typically come from a Psychiatrist or Psychologist.

Documentation should be presented to the SM in one of the following formats:

