

Disability Services Office Pre-registration Form
(for new students requesting an appointment)

Name: _____ Student Number: _____

Phone Number: _____ Email: _____

Reason for appointment:

- Accommodations
- Information
- Other _____

Indicate the nature of your disability:

- Blind, visual impairment
- Deaf, hard of hearing
- Psychiatric
- Medical
- Physical – functional mobility impaired
- Learning Disability
- ADHD/ADD
- Other _____

Indicate the documentation you will be providing:

- Letter from physician
- Letter from psychiatrist
- Psychoeducational assessment
- Occupational Therapist
- Do not have documentation
- Other _____

Documentation Requirements - see website <http://www.queensu.ca/hcds/ds>

For LD and ADHD/ADD:

- an IEP is not acceptable
- Psychoeducational assessments must be submitted to our office well in advance of the intake appointment (**preferably by the end of July**)
- Psychoeducational assessments must not be older than 3 years

For other disabilities:

- documentation must be current
- signed by a registered healthcare provider on their letterhead.

Please send completed form and documentation to the Disability Services Office as early as possible.

Mailing Address: Disability Services Office
Queen's University
146 Stuart St, Kingston, ON, K7L 3N6

Fax Number: 613-533-6740

Email: hcds.dso@queensu.ca