



## Referral Checklist

### Regional Assessment and Resource Centre (RARC)

Queen's University - Mackintosh-Corry Hall, Room B100  
68 University Avenue – Kingston, ON K7L 3N6  
P: (613) 533-6311 | F: (613) 533-6564 | E: [rarc@queensu.ca](mailto:rarc@queensu.ca)

Please complete and submit the following documents via SecureDocs.  
Go to [www.securedocs.ca](http://www.securedocs.ca) and register for a free account to send to [rarc@queensu.ca](mailto:rarc@queensu.ca)

#### Required Documents:

- Intake Information Form
- RARC Financial Contract
  - If the student is OSAP eligible or was OSAP eligible in the previous academic year, and the BSWD/CSG-PDSE funding application deadline has been missed, or is not yet open, the **RARC MAT Promise to Apply for OSAP and BSWD** form will also be required.
- RARC Common Consent Form
- RARC Questionnaire (including handwritten short story and retrospective checklist)
- Supporting Documents, *if available* (i.e., report cards, transcript(s), and if applicable, previous assessment report(s), IEP's, etc.)
- Letter or email to [rarc@queensu.ca](mailto:rarc@queensu.ca) providing reason for the referral