



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

Please complete and submit the following documents via SecureDocs.

Go to www.securedocs.ca and register for a free account to send to rarc@queensu.ca

Required Documents:

- 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.
- Intake Information 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.)
- RARC MAT Late or No-Show Policy Form**
- Letter or email** to rarc@queensu.ca providing reason for the referral