On-Line to Success (OLTS)

Dear Student and Parent/Guardian,

Thank you for your interest in the **On-Line to Success (OLTS)** program. The following is an information letter regarding the program, its intent, the course schedule, and curriculum. OLTS is a transition program for post-secondary-bound students in Grade 12 across Ontario who have learning disabilities, ADHD, ASD, and/or mental health disorders. The program is run by the Regional Assessment and Resource Centre, housed at Queen's University, and is for students with neurodevelopmental disorders who are planning to attend college or university upon completion of high school. They do not need to be going to Queen's. There is no cost to participants.

To be eligible for the OLTS program, students must meet the below criteria:

- Enrolled in Grade 12 (or doing additional year)
- Plan to attend a degree or diploma granting program at post-secondary
- Have a learning disability, ADHD, ASD and/or a mental health disorder diagnosis
- Experience academic functional impairment due to a learning disability, ADHD, ASD and/or a mental health disorder

Complete registrations include:

- Registration Form
- Current IEP (includes diagnosis & accommodations)
- High School Transcript (showing grades 9 to present) ***Please do not send report cards**

Course Content

The OLTS curriculum is grounded in research conducted by the Learning Opportunities Task Force (commissioned by the Gov't of Ontario). This study showed that success for students with learning disabilities at post-secondary is maximized by participating in targeted transition training to address areas that research has shown are problematic for students with learning disabilities.

The course has evolved over the past twenty years to include students with ADHD, ASD and/or mental health disorders as they make the transition to post-secondary education. Course activities include topics such as: identifying your strengths and challenges, understanding your learning profile, time management, stress management, self-advocacy, and navigating the Accessibility Office.

The program is developed and delivered by trained and experienced educators, in consultation with psychologists from RARC.

Upon completion of all course work, students will have the opportunity to sign up with a RARC Transition Team member to review their current documentation and discuss next steps for connecting with Accessibility Services at their post-secondary school for accommodations and other available resources.

Course Format:

1. **Kick-Off Day:** This is held both virtually and in person. When registering, students will select the option that works best for them. Both allow for students to connect with staff and other students who are at the same stage of their journey to post-secondary, and experience similar challenges.

    a. The in-person Kick-Off will be February 19th, on Queen's campus in Kingston, Ontario. This day will include a course orientation and the campus "experience" including residence dining hall for lunch. We encourage this option for students living in the Kingston area, or those looking to experience what it's like to be on a campus.

    b. For students unable to attend in person, we offer the day virtually on March 19th via Zoom.

2. **Seven Online Modules:** Students will independently work their way through the online course content, receiving feedback along the way. Each module takes approximately two hours to complete.

3. **Workshops:** Regular virtual workshops will be offered throughout the term. Students must attend at least one workshop, although they are welcome to join all of them!

4. **Completion:** If a psychoeducational assessment is required, the process will begin at this stage. The cost of an assessment for students who complete the course will be $1,000. Please note that at this time, this offer is available only for this Winter 2027 cohort.

If you are interested in participating in OLTS, please complete the registration form attached (also available from your Resource/Guidance teacher or online at https://www.queensu.ca/rarc/transitions/olts). **The deadline for registration is Monday, January 18, 2027.** Should you have any questions or concerns about the program, please visit our website or contact the program coordinator.

Sincerely,

OLTS Team
Regional Assessment and Resource Centre, Queen's University
Email: olts@queensu.ca
Website: www.queensu.ca/rarc

On-Line to Success (OLTS)
Registration Form

The OLTS program is geared towards students with learning disabilities, ADHD, ASD and/or mental health disorders who are experiencing academic impairments (when no accommodations are provided).

Students registering for the OLTS program should meet the following criteria:

- ☐ Enrolled in Grade 12 (or doing additional year)
- ☐ Plan to attend a degree or diploma granting program at post-secondary
- ☐ Have a learning disability, ADHD, ASD and/or a mental health disorder diagnosis
- ☐ Experience academic functional impairment due to a learning disability, ADHD, ASD and/or a mental health disorder

Required Documentation (submitted by Monday, January 18, 2027):

☐ Registration Form ☐ Transcript (grades 9-present) ☐ Current IEP (includes diagnosis & accommodations)

Student Information:

First Name: _____ Last Name: _____ Gender: _____ Pronouns: _____

Date of Birth: _____ Current Grade: _____ School: _____

Address: _____
(House/Apartment Number and Street Name) (City/Town) (Postal Code)

Student Phone Number: _____ Student Email: _____

Year starting post-secondary: □ 2027 □ 2028 □ Unsure

Have you been diagnosed with a disability or disorder? Please check all appropriate boxes below:

	Diagnosed	Year/Grade of Diagnosis
Learning Disability		
ADHD		
Autism Spectrum Disorder		
Mental Health Disorder(s)		

Did you participate in the STEPS Transitions Program at RARC, Queen's University?

☐ Yes ☐ No

On-Line to Success (OLTS)
Registration Form

Kick-Off Day Options:

Please select your preferred date. This is not guaranteed but we will do our best to accommodate preferences. For students in Kingston and the surrounding area, we encourage you to select the in person option. All that wish to travel to Kingston for this event are welcome!

Kick-Off Day Options	Kingston Area - In Person	Provincial - Virtual
Date	Friday, February 19, 2027	Friday, March 19, 2027
Format and Location	In person at Queen's University in Kingston	Online via Zoom
Who is this option for?	Students who live in the Kingston area, or who are able and interested in travelling to Kingston, are welcome to attend. Everyone is welcome!	Students from across Ontario who are unable to attend the Kingston Kick-Off Day in person.

Preferred Kick-Off Day (select one):

- ☐ Kingston Area - Queen's Campus on Friday, February 19, 2027
- ☐ Virtual - Online via Zoom on Friday March 19, 2027 (March break)

Resource Teacher Information (if applicable):

Resource Teacher: _____

Email: _____

Parent/Guardian Information:

Name(s): _____

Phone Number: _____ Email: _____

On-Line to Success (OLTS)
Registration Form

Consent to Share Documentation

I support _____ to participate in the OLTS program for 2027. I understand that:
(insert student name)

- Copies of the student's current IEP and transcript may be sent to OLTS by school resource staff on behalf of the student for the application to OLTS;
    - Or students/guardians may send this directly with the application, if that is preferred.
- We may periodically contact the school resource teacher to update them on the student's progress throughout the course (if contact information is provided).
- The student is required to attend Kick-Off Day.

Parent/Guardian Signature *(if student is under 18)*: _____ Date: _____

Student Signature: _____ Date: _____

Contact the Transitions Coordinator at olts@queensu.ca ***with any questions.***

Submission Guidelines:

Please submit this registration form to the Regional Assessment and Resource Centre along with copies of the student's current IEP and unofficial transcript. Complete registration package, including all documentation, can be submitted by any of the following methods:

- **Email:** olts@queensu.ca
- **Fax:** 613-533-6564
- **Regular mail or courier:**
    - Packages can be dropped off in-person during office hours (Monday – Thursday from 9am – 12pm or 1pm – 4pm). Registration deadline is **Monday, January 18, 2027**. Please note that our office will be closed for the holiday break between Monday, December 21, 2026, through Friday, January 1, 2027 (inclusive).
    - Mailing Address: Transitions Coordinator
      RARC, Queen's University, Mackintosh-Corry Hall, Room B100
      68 University Avenue
      Kingston, ON K7L 3N6