



On-Line to Success (OLTS) - Ontario



Dear Student and Parent/Guardian,

Thank you for your interest in the **On-Line to Success (OLTS) - Ontario** program. The following is an information letter regarding the program, its intent, the course schedule, and curriculum. OLTS is a transition program for Grade 12 students across Ontario with learning disabilities, ADHD, ASD, and/or mental health disorders. The program is run by the Regional Assessment and Resource Centre at Queen's University and is fully funded by the Ministry of Advanced Education and Skills Development. There is no cost to participants.

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

- ☐ Be in Grade 12 (or doing additional year)
- ☐ Planning to attend a degree or diploma granting program at post-secondary
- ☐ Have a neurodevelopmental or mental health disorder with functional impairments that affect academics
- ☐ Be diagnosed with a learning disability, ADHD, ASD, and/or a mental health disorder

Complete registrations include:

- ☐ Registration Form
- ☐ Current IEP
- ☐ Transcript
- ☐ If applicable, psychoeducational assessment

Course Curriculum

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 Schedule

Opening Day: Students attend a half day virtual course overview and orientation session held via Zoom.	Friday, January 30, 2026
On-Line Modules: Students complete the online course work. The course consists of online modules to work through. It is expected to take about 40 hours to complete.	Begins on Opening Day through June 2026
Consultation: Upon completion of all modules, students will have the opportunity to meet virtually with a RARC Transition Team member to review current documentation and get advice on connecting with Accessibility Services and other resources at their post-secondary institution. There is no cost for this consultation.	Schedule upon completion of all modules (optional)

If you are interested in participating in OLTS-Ontario, please complete the registration form (available from your Resource/Guidance teacher or online at www.queensu.ca/rarc) and submit it to your Resource/Guidance teacher. **The deadline for registration is Friday, January 9, 2026.** Should you have any questions or concerns about the program, please visit our website or contact the program coordinator.

Sincerely,

Candice Daiken

Candice Daiken
OLTS-Ontario Program Coordinator
Regional Assessment and Resource Centre, Queen's University
Email: rarc.transitions@queensu.ca
Website: www.queensu.ca/rarc



On-Line to Success (OLTS) - Ontario Registration Form



The OLTS program is geared towards students with learning disabilities, ADHD, ASD and/or mental health disorders.

Students registering for the OLTS Program should meet the following criteria below:

- ☐ Be in Grade 12 (or doing additional year)
- ☐ Planning to attend a degree or diploma granting program at post-secondary
- ☐ Have a neurodevelopmental or mental health disorder with functional impairments that affect academics
- ☐ Be diagnosed with a learning disability, ADHD, ASD and/or a mental health disorder

Required Documentation:

- ☐ Registration Form
- ☐ Transcript
- ☐ Current IEP
- ☐ If applicable, psychoeducational assessment

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: _____

The post-secondary school(s) I have applied to/plan to attend: _____

Year starting post-secondary: ☐ 2026 ☐ 2027 ☐ 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		
Depression		
Anxiety		
Other:		
Other:		

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

Yes No



On-Line to Success (OLTS) - Ontario
Registration Form



Parent/Guardian

Name(s): _____

Phone Number: _____

Email: _____

Consent

I support _____ to participate in the OLTS program for 2026. I understand that:
(insert student name)

- Copies of the student's current IEP, transcript, and most recent psychoeducational assessment will be photocopied by resource staff and attached to this application (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;
- The student is required to attend the virtual Opening Day on **Friday, January 30, 2026**;

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

Student Signature: _____ Date: _____

Contact the Transitions Coordinator at rarc.transitions@queensu.ca with any questions.

For Resource/Guidance Teachers:

Please submit this registration form to the Regional Assessment and Resource Centre **along with copies of the student's current IEP, transcript and most recent psychoeducational assessment (if applicable)**. Submit registration forms by email (rarc.transitions@queensu.ca), fax, or regular mail or courier. Packages can be dropped off in-person during office hours (Monday – Thursday from 9am – 12pm or 1pm – 4pm). Over the course of the OLTS program, we may need to contact you periodically to update you on the status of the registrations.

Resource Teacher: _____ Phone Number: _____

Email: _____

Mail Registration Forms to: Transitions Coordinator
RARC, Queen's University
Mackintosh-Corry Hall, Room B100
68 University Avenue
Kingston, ON K7L 3N6