



Regional Assessment and Resource Centre, Queen's University
Mackintosh-Corry Hall, Suite B100
68 University Ave, Kingston, ON K7L 3N6



Teacher Information for STEPS Program

To be completed by the classroom/resource teacher

Over the course of the STEPS program, we will very occasionally need to contact the classroom and/or resource teacher in order to provide updates about the status of this application and in order for teachers to complete short questionnaires as part of the student's psychoeducational assessment. Please include your preferred method of contact below:

Classroom Teacher: _____

E-mail Address: _____

Phone #: _____

Resource/Special Education Teacher: _____

E-mail Address: _____

Phone #: _____

The following must be included along with this registration form in order for this referral to be processed.

- Registration form and background information questionnaire completed by the student's parents/guardians
- Teacher information form completed by teacher
- Copies of the student's final report card from each grade (from Kindergarten on)
- Copy of the student's most recent Individual Education Plan
- Copies of all specialist reports (e.g., psychoeducational, speech-language, OT)

Please send the package to: STEPS Program
RARC, Queen's University
Mackintosh Corry Hall, Suite B100
68 University Ave.
Kingston, ON K7L 3N6

Completed packages can be sent by fax, email, mail, or dropped off in person. Electronic packages should be password protected and sent to steps@queensu.ca via the Secure Docs website. Packages can be dropped off in-person to a RARC employee during RARC hours: Mon-Thurs 9:00am-12pm or 1pm-4:00pm, and Fridays by appointment only.

Priority will be given to those applications received early (September-December). We will accept applications until March 1, 2023. Please note, due to a limited number of spaces in the program, not all students that meet the eligibility requirements will be accepted into the program.

For more information, contact the transition coordinator at steps@queensu.ca. Phone calls can be arranged upon request.