



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 (613-533-6564), email, mail, or dropped off in person. Electronic packages should be password protected and sent to [steps@queensu.ca](mailto:steps@queensu.ca) or 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. We will accept applications until March 1, 2024. 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](mailto:steps@queensu.ca). Phone calls can be arranged upon request.*