

**JIBC Documentation Guidelines
Request for Accommodations on basis of Disability
Updated February 2021**

The student requesting an Accommodation on the basis of disability is expected to provide appropriate, current, and sufficiently detailed documentation to support their request. The student is responsible for any costs associated with obtaining this documentation.

Appropriate documentation to support a request for Accommodation generally includes the following:

Documentation is current.

In general, documentation should be current, within the past 5 years.

Psychoeducational assessments and other assessments to support a diagnosis of learning disability should be dated within the past 5 years OR should have been conducted when the student was at least 19 years old.

Documentation is detailed.

Documentation should be relevant to the disability and cover the nature, severity, prognosis and functional impact of the disability on the student and may include a formal medical diagnosis.

Documentation must also contain the following:

- Date the assessment was conducted
- Name of assessor
- Profession/role of assessor
- Professional registration or license number
- Contact information for the healthcare professional
- Signature of the healthcare professional

Documentation may be provided by the healthcare professional in the form of a report or formal assessment, written letter on official office/clinic letterhead, or on the JIBC form.

Documentation is appropriate.

Documentation is provided by an appropriate medical professional including a currently practicing and registered Physician, Psychologist, Psychiatrist, Audiologist or other specialist and qualified clinician with appropriate expertise and licensing in the area in which they are providing a professional assessment. Documentation to support a learning disability should come from a Registered Psychologist. Documentation to support a mental health condition should typically come from a Psychiatrist or Psychologist.

Documentation should be presented to the SM in one of the following formats:

- Hard copy of the entire document, presented in person
- Email with a PDF or Word document attachment
- Faxed document

Pictures of documentation emailed to the SM may not be accepted.

If documentation does not meet the above criteria, it may not be accepted.

In the absence of appropriate, current, and detailed documentation, the following may be considered: Secondary school IEP, complete psychoeducational assessment from high school, copy of PWD application medical assessor report, copy of Student Aid BC Appendix 8, an Accommodation Agreement from another postsecondary institution, vocational or career assessment.

Documentation from a General Practitioner or Nurse Practitioner may be accepted to support a provisional diagnosis when the GP or NP is also simultaneously making a referral to a Specialist or Community Mental Health Team for further assessment of a mental health condition. Upon assessment by the Specialist, updated documentation would be necessary from the Specialist. Any provisional Accommodations would then be modified. If no diagnosis is made by the Specialist, then Accommodations could entirely be removed.

The SM may request further documentation or information from the student if needed to determine appropriate Accommodations. It remains the student's responsibility to supply the SM with any requested documentation.

In order to ensure adequate time to review documentation and put Accommodations in place, complete documentation should ideally be supplied to the SM several weeks before the student's first scheduled class. Accommodations may be delayed if the student does not provide the SM with requested documentation in a timely manner.

Should the functional impacts of the student's disability change from the original documentation, additional documentation may be requested by the SM. Should the student wish to add or modify an already established Accommodation, the student may be required to obtain updated documentation to reflect the changes in their condition and support their request for a change or addition to their Accommodation Agreement.

Further documentation may be requested from the student should they fall suddenly sick or be hospitalized for a period of longer than 5 business days OR if a student should miss scheduled midterm or final examinations as a result of their health condition.

Please see the following forms:

JIBC Medical Form:

Current version of StudentAid BC Appendix 8 form (medical assessor report)

Doctor's Note:

Absence due to Sudden Illness or Hospitalization

Absence due to Scheduled Appointment

For more information on the JIBC's Accommodation of Students with Disabilities Policy and Procedures, refer to:
Policy #3209, <https://www.jibc.ca/policy/accommodation-students-disabilities>
Procedure # 001, <https://www.jibc.ca/procedure/accommodation-students-disabilities>
<https://www.jibc.ca/student-services/disability-services>