

Accessible Learning Services (ALS) Intake Appointment Checklist

How to prepare for your first appointment with your Accessibility Consultant

1. Know where you are going



Campus Locations:

1. *Casa Loma Campus*: 160 Kendal Avenue, **Room C317**, 416-415-5000 ext. 4585, letstalkcl@georgebrown.ca.
2. *St. James Campus*: 200 King St. East, **Room 582C**, 416-415-5000 ext. 2107 or ext. 2622, letstalk@georgebrown.ca.
3. *Waterfront Campus*: 51 Dockside Drive, **Room 225**, 416-415-5000 ext. 5370, letstalkwf@georgebrown.ca.
4. *Daniel's Building*: 3 Lower Jarvis Street, **Rm 360**, 416-415-5000 ext. 5370, letstalkwf@georgebrown.ca.
5. *Toronto Metropolitan University Campus*: 99 Gerrard Street East, **Room SHE597**, 416-415-5000, ext. 2621, letstalk@georgebrown.ca.

2. Prepare documentation

Bring any documentation relevant to your disability or previous supports in school. This documentation gives your Accessibility Consultant information about how your disability-related needs may impact your academics. If you do not have any documentation, kindly let your consultant know and they will advise you on next steps.

3. Make a list of discussion items & prepare any questions (such as the following):

1. Your goal for this appointment
2. How you identify with your disability or how you don't identify with your disability
3. Your strengths
4. Any barriers you experience related to your disability
5. Present or past supports

Do you have any questions for your consultant? Is there anything you are concerned about? Is there anything else you would like your consultant to know about you? Take the opportunity to gain further clarity on how ALS could support you through your academic journey.



4. Goal of the Intake Session

To learn about your academic history, disability needs/impacts, strengths and challenges in order to develop an individualized accommodation plan.

What to expect during the intake session (the following will be discussed):

- Consent and confidentiality
- Documentation
- Functional impacts of disability
- Past history of accommodations and supports
- Funding sources
- Current supports
- Goals
- Strengths
- Developing individualized accommodation plan
- Next steps

***Note:** Your Accessibility Consultant will send you a follow-up email after your intake to summarize the meeting, provide specific instructions for your accommodations and resources and highlight next steps. Feel free to just listen during the session!

Appointment Reminder:

Date:

Time:

Location:

Accessibility Consultant: