

ACCESS AND SUPPORT CENTRE

CONFIDENTIAL STUDENT INFORMATION FORM

Thank you for taking the time to tell the Access and Support Centre (ASC) team a bit about yourself. This information will help to guide your first meeting with our team. It also helps us determine the most appropriate way to assist you.

Name: _____ Student Number: _____

Date of birth (dd / mm / yyyy) : _____ Phone number : _____

Email address*: _____

**Please note we will communicate with you primarily via your official Durham College email address*

Previously, have you registered with Durham College under a different name? Yes: No:

If YES, what was your previous name? _____

Program: _____ Start Date (mm / yyyy) : _____

Does your program include a field placement / job shadow / co-op? Yes: No:

If YES, will you require an Access Plan for your placement? Yes: No:

What is the main reason for your visit to the ASC?

Did you have an IEP or IPRC in high school? Yes: No:

Do you have documentation available to support your diagnosis? Yes: No:

Will you be able to acquire documentation with respect to your diagnosis? Yes: No:

Do you have a psycho-educational assessment? Yes: No:

If Yes, what is the date on this assessment (mmm/ yyyy) ? _____

Are you still investigating whether or not you have an exceptionality? Yes: No:

Do you require an ASL interpreter at your intake appointment? Yes: No:

(American Sign Language)

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Access and Support Centre Privacy of Information

Students' personal information is held in confidence in the ASC. Personal information including medical documentation and psycho-educational assessments are collected in order to determine reasonable accommodation in accordance with the Ontario Human Rights Code. Personal Information is maintained and disposed of in a secure manner, in compliance with relevant privacy legislation.

Information provided to the ASC remains within the ASC and does not become part of the student's general academic record. All ASC staff members with access to student files maintain strict levels of confidentiality.

A student (or former student) may provide written consent to the ASC to disclose information in the student's ASC file to a third party. The ASC shall take reasonable steps to ensure that the consent is informed and voluntary.

Instances in which information may be disclosed without the student's consent include cases when there is reason to believe that there is a significant risk of bodily harm to the student or others, or, the student is involved in legal proceedings and the court orders or summons records.

The Access and Support Centre stores aggregate student data in our electronic database for the purposes of providing statistical reports to the Ministry of Training Colleges and Universities and for internal reporting purposes. We use such group data (not personal information) to provide statistical information to college/university administration and/or to develop reports about our services.

Students seeking access to their ASC file may submit a request to the Director of the Access and Support Centre, who will respond to the students request as governed by the Freedom on Information and Privacy Act.

I _____ have read the above statement and fully understand the terms and conditions stated.
(print name)

Signature of Student.

Date (dd / mm / yyyy)