



Accessibility Services

as.forms@saskpolytech.ca

Registration Process

Student Intake Form

NOTE: "Student" means *applicant* or *registered student*

Privacy/Confidentiality Statement: Accessibility Services (AS) collects student personal/health information only as is reasonably required to confirm service eligibility and provide appropriate supports. When we collect, use, or disclose student personal/health information, we follow applicable Saskatchewan Polytechnic (SPT) policies and the laws with which they comply. For more information about our obligation to protect your privacy/confidentiality, please see SPT's Privacy/Access page: <https://saskpolytech.ca/privacy.aspx>.

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| Accessibility Services (AS) Registration Process: | <ul style="list-style-type: none"> • Obtain and submit medical/disability-related documentation ✓ Complete and submit Student Intake Form • Meet with an accessibility counsellor |
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INSTRUCTIONS: Please complete this Student Intake Form and submit it via email or fax to Accessibility Services at the SPT campus location of your program/course delivery:

Moose Jaw Campus – Room 2.203
 PH 306-691-8311
 Fax 306-691-8583
as.forms@saskpolytech.ca

Prince Albert Campus – Room F203
 PH 306-765-1611
 Fax 306-691-8583
as.forms@saskpolytech.ca

Regina Campus – Room 228
 PH 306-775-7436
 Fax 306-775-7700
as.forms@saskpolytech.ca

Saskatoon Campus – Room 114
 PH 306-659-4050
 Fax 306-659-4133
as.forms@saskpolytech.ca

Purpose/Use of Student Intake Form

This form requires you to share a certain amount of personal/health information. We will use this information to create your AS registration record and to facilitate your first meeting with an accessibility counsellor. We will also use it to assist us in providing services/supports tailored to your needs.

PERSONAL INFORMATION

Student Name	Sask Polytech (SPT) Student ID Number 000	UR Student ID Number (if applicable) 200	
Preferred Name (optional)	Preferred Gender Pronoun (optional)	Date of Birth (mm/dd/yyyy)	
Address	City	Province	Postal Code
Cell Phone	Alternate Phone	Country of Origin	
SPT Email	Alternate Email	First Language	Second Language(s)

STUDENT/PROGRAM STATUS

Current Student Status:			
<input type="checkbox"/> Applied	<input type="checkbox"/> Accepted	<input type="checkbox"/> Waitlisted	<input type="checkbox"/> Enrolled/Registered
Name of Program:	AND/OR	Name of Con-Ed/Flex Learning Course(s):	
Start Date of Studies (mm/dd/yyyy):	Method of Study:		
	<input type="checkbox"/> On-Campus	<input type="checkbox"/> Distance Ed/Online	

Campus of Program/Course Delivery (check ALL applicable):

<input type="checkbox"/> SPT Moose Jaw	<input type="checkbox"/> SPT Prince Albert	<input type="checkbox"/> University of Regina (UR)
<input type="checkbox"/> SPT Regina	<input type="checkbox"/> SPT Saskatoon	<input type="checkbox"/> Other (please specify):

EDUCATIONAL HISTORY

1. What is your highest level of education?

<input type="checkbox"/> Less than high school	<input type="checkbox"/> High school/Adult 12/GED
<input type="checkbox"/> Some postsecondary	<input type="checkbox"/> Postsecondary certificate, diploma, or degree

2. Have you ever attended Sask Polytech before? No Yes (please specify below):

Program/Course of Studies:

Year(s) Attended:

MEDICAL/DISABILITY-RELATED DOCUMENTATION

AS requires **adequate medical/disability-related documentation*** to confirm student eligibility for services/supports.
 (*For more information about documentation criteria, please visit: <https://saskpolytech.ca/student-services/support/accessibility-services.aspx>)

Regarding the need for adequate documentation, please check the box that best describes you:

<input type="checkbox"/> I submitted my documentation prior to completing this Form <input type="checkbox"/> I will submit my documentation along with this Form <input type="checkbox"/> I will submit my documentation as soon as it is available <input type="checkbox"/> I previously submitted my documentation when I was taking a different SPT program/Con-Ed courses	<input type="checkbox"/> I have a disability, but my documentation is missing <input type="checkbox"/> I have a disability, but my documentation does/may not meet all the necessary criteria (<u>Please submit whatever you have</u>) <input type="checkbox"/> I have never been assessed for a disability but suspect I may have one
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SELF-ASSESSMENT OF ACADEMIC NEEDS

1. In your educational career, have you ever had any extra academic supports (e.g. specialized programming; note-taking supports; reading/math supports; tutoring) or exam supports (e.g. extra time; separate room; exam reader)?

No Yes (please specify below):

2. What sorts of challenges do you experience when it comes to learning/succeeding in school?

3. How do you manage the challenges you self-identified above (e.g. coping strategies, assistive technology, personal counselling, other supports)?

4. What accommodations/extra supports do you think you will need at SPT based on your identified learning/academic challenges?

PRELIMINARY ASSESSMENT OF FUNDING NEEDS

1. How are you funding school (check ALL applicable)?

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|---|--|--|
| <input type="checkbox"/> Self | <input type="checkbox"/> Parents/Family | <input type="checkbox"/> Sponsor (please specify): |
| <input type="checkbox"/> SK Student Aid (student loan/grants) | <input type="checkbox"/> Other government student aid (please specify province): | <input type="checkbox"/> Other (please specify): |

2. If you require certain academic services (e.g. exam proctor/reader; tutor) or equipment (e.g. computer), you may be eligible for government disability-related funding to cover the costs of these things. To determine your eligibility for such funding, AS may require you to apply for government student aid as a first step.

Regarding government student aid (loan/grants), please check the box that best describes you:

- | | | |
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| <input type="checkbox"/> Will apply if required | <input type="checkbox"/> Will apply as soon as the forms for the next academic year are available | <input type="checkbox"/> Applied/waiting to hear back |
| <input type="checkbox"/> Applied/approved | <input type="checkbox"/> Applied/not eligible | <input type="checkbox"/> Already receiving (current student) |

NOTE: For more information about federal/provincial government student aid for students with (permanent) disabilities, please visit: <https://www.canada.ca/en/services/benefits/education/student-aid.html>

CONFIRMATION OF FORM COMPLETION

STUDENT NAME OR SIGNATURE:

FORM COMPLETION DATE (mm/dd/yyyy):

NEXT REGISTRATION STEPS

1. Please submit your completed Student Intake Form as directed in the Instructions box at the top of the form.

2. If you have not already met with an accessibility counsellor, please call or email AS at the relevant Campus to make an appointment.

*Thank you for completing and submitting this form!
We look forward to meeting you soon if we haven't already met you.*