



## Documentation Guidelines for Students with Disabilities/Medical Conditions

### Background

Consistent with the *Ontario Human Rights Commission's "Policy on preventing discrimination based on mental health disabilities and addictions"*, students are not required to disclose their specific diagnosis in order to register with Student Accessibility Service (SAS) to receive academic accommodations.<sup>1</sup>

The Medical Documentation Form will ask for the broad area of the disability. The *Ontario Human Rights Commission* recognizes that Disability Services Offices have expertise in dealing with accommodation issues in the academic environment, and as such, play a vital role in assisting with the accommodation process. Students who want to disclose their diagnosis to their SAS Advisor may voluntarily do so.

### Documentation Requirements

1. Students seeking academic accommodation for permanent or temporary disabilities and/or medical conditions will be asked to provide Student Accessibility Services (SAS) with written documentation from a licensed medical/psychological professional. SAS provides assistance to students who may require interim accommodation pending receipt of medical documentation.
2. The medical/psychological documentation should clearly indicate that the student has been diagnosed with, or is being assessed for a disability as defined by the *Ontario Human Rights Code*.
3. The documentation should reflect current functional restrictions and limitations that may impact the student's academic performance along with any other relevant information.
4. The licensed professional should be an independent, impartial individual who is not personally related to the student. The documentation should be on letterhead and stamped or signed by the licensed professional.

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<sup>1</sup> Note: evidence of a specific medical/ psychological diagnosis of disability may be required for the purpose of establishing eligibility for certain federally or provincially-funded bursaries and grants, and privately funded external scholarships and financial award

5. Documentation and accommodations may need to be re-evaluated over time to ensure that they continue to meet the student's needs appropriately and as such students may be asked to provide updated medical/ psychological documentation.
6. With the express, informed consent of the student, SAS may consult with the practitioner who supplied the documentation when the accommodation needs are complex or where there is a need to clarify the information that has been provided regarding functional restrictions and limitations.

### **Privacy & Confidentiality**

7. SAS considers the privacy and confidentiality of students to be of paramount importance. Accordingly, all information provided to us and a student's involvement with SAS is considered private and confidential.
8. Documentation is maintained within locked filing cabinets within the offices of SAS. Information will be disclosed to others outside of SAS (including Faculty, Teaching Assistants, and university staff) only with the express, informed consent of the student.
9. Students' involvement with SAS or the fact that they have received academic accommodations will never be identified on the student's official university records or academic transcripts.

### **Policy References and Resources:**

[Lakehead University Policy on Academic Accommodations for Students with Disabilities \(currently under review\)](#)

[Lakehead University Roles & Responsibilities of the Student \(currently under review\)](#)

[Lakehead University, Student Accessibility Services](#)

[Ontario Human Rights Commission, Policy and guidelines on disability and the duty to accommodate](#)

[Ontario Human Rights Commission, Policy on preventing discrimination based on mental health disabilities and addictions](#)

[Ontario Human Rights Commission, Guidelines on accessible education](#)