



# Accessible Learning Services Placement Support Form

## User Guide



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### Using the Placement Support Form

For some students, the impact of their disability may necessitate disability-related accommodations while on a placement. The Placement Support Form provides a way to assist students on placement to request accommodations.

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### Purpose

The purpose of the Placement Support Form is:

- ✓ To act as a communication document that the student can share with those involved with his/her placement.
- ✓ To provide a structured, strengths-based approach to discussing accommodation needs on placement.
- ✓ To allow collaboration, when required, between the program area and Accessible Learning Services when planning for placement accommodations.

### General Information Regarding Use

The Case Manager will discuss the use of the Placement Support form with the student. Use of the Support Form is ultimately the student's decision. If the student decides to use the Placement Support form, the Case Manager, with support of the Learning Strategist if needed, will:

1. Work collaboratively with the student to develop each section of the form.
2. Consult with program coordinators, placement liaisons, professors, and administrators regarding the placement accommodation needs of the student, where appropriate, and with consent of the student.
3. Guide the student to share the agreed upon Placement Support Form with his/her direct supervisor on placement, with support from the program area (if necessary).

## Student Tips for Use

For students using the Placement Support form we recommend considering the following:

- Be sure you are comfortable with discussing all of the information on the Placement Support Form as your placement supervisor will likely ask you questions.
- Disclosing to your direct supervisor on placement is usually best. If you do not know who that person is, ask your placement coordinator.
- Your Placement Support Form has been designed to focus on the positive. Be sure to emphasize the strengths you bring to placement.
- It is often helpful to “script” what you plan to say when disclosing information on the Placement Support Form.
- You are not required to disclose disability diagnosis. However, you can choose to do so if you feel comfortable.
- Plan and schedule follow-up discussions with your placement supervisor to assess the effectiveness of placement accommodations and to determine if changes to the Placement Support Form need to be made.

## Resources

If you are interested in additional information the following may be helpful:

- <http://www.ldao.ca/introduction-to-ldsadhd/ldsadhs-in-depth/articles/about-employment/disclosure-of-lds-for-employees/>
- <http://www.ohrc.on.ca/en/policy-and-guidelines-disability-and-duty-accommodate/4-duty-accommodate>
- <http://www3.algonquincollege.com/studentsupportservices/files/2013/07/2013-Placement-Planning-Brochure.pdf>

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### Working Document

The Placement Support Form is a “Working Document”. Students, the program and/or the placement may make changes to this form based on an evaluation of accommodation needs after placement begins.

### Need Help?

Students and faculty can contact the student’s Case Manager (name and contact information can be found on the student’s Placement Support Form) with any questions or concerns.

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