# Important Information for Students with Disabilities who are Enrolled in the School of Continuing Studies

If you require academic accommodation in any of your courses, please follow the steps outlined below:

1. Visit the website given below to determine the type of medical/ psychological documentation that you will need to submit to Disability Services.

<http://ds.info.yorku.ca/disability-services-documentation/>

1. Once you have your documentation, you may submit it to the School of Continuing Studies, 116 Atkinson Building, in a sealed envelope and it will be forwarded to the Disability Services office in Counselling & Disability Services on your behalf. Alternatively, you can scan your completed documentation package and send it directly to Disability Services at: disabilityservices@yorku.ca.

**Please indicate clearly in your email that you are registered with the School of Continuing Studies and provide your student ID number.**

1. Your documentation will be reviewed by qualified professional staff in Disability Services and it will be stored in a confidential database maintained by Disability Services for a 15 year period from date of contact.
2. You will be contacted to arrange a meeting with Disability Services to discuss our recommended academic accommodations. If you do not hear from Disability Services within 5 business days about arranging a meeting to discuss your academic accommodations, please contact us via email at disabilityservices@yorku.ca or call 416-736-2100 x 77424.
3. Once your academic accommodations have been confirmed following your meeting with one of the staff from Disability Services, Disability Services will provide you with a Letter of Accommodation (LOA) listing the recommended academic accommodations.
4. Please deliver the LOA in a sealed envelope to Sarah Kelly, Registration & Student Records Coordinator, School of Continuing Studies in Room 116 Atkinson Building.
5. The School of Continuing Studies will arrange for the academic accommodations to be implemented. Questions related to the implementation of the academic accommodations should be directed to Sarah Kelly, Registration & Student Records Coordinator, School of Continuing Studies in Room 116 Atkinson Building. Telephone: (416)736-2100 x 44617 (voicemail)

Email: sjkelly@yorku.ca