

IEPs: Accommodation Process at St. Lawrence College



Dual Credit Teacher:

- Dual Credit student is indicated as having an IEP via the online Dual Credit application form.
- Dual Credit teacher pulls the IEP from the student’s high school record.
- Dual Credit teacher reviews each IEP and e-mails a copy to the Counselling and AccessAbility contact at the corresponding campus at St. Lawrence College.
- The Counselling and AccessAbility office transfers the school board IEP to a St. Lawrence College Accommodation letter.
- The Counselling and AccessAbility office e-mails the Accommodation letter to the student and their College instructor.
- In some cases, a student’s IEP will need an in-depth discussion, the Counselling and AccessAbility office and the Dual Credit teacher will discuss the options and will contact the student to see if they need additional support. If this occurs, the Accommodation letter will be changed/updated to reflect the needs.
- After the Accommodation letters are complete, the Dual Credit teacher should remind students to check their SLC e-mail for the SLC form and discuss with their College instructor any concerns or accommodations they have.
- Students can set up an appointment with the Counselling and AccessAbility office, if necessary. The Dual Credit teacher should be available to attend if the student asks. In some cases, students bring their parent/guardian to the appointment.
- The Dual Credit teacher will assist in the discussions between the teacher and Counselling and AccessAbility office as needed.
- If students need to write in the Test Centre, an online request must be completed 3 business days in advance of their test. Students must be referred to the Test Centre by AccessAbility services. The link to the online request is: <http://www.stlawrencecollege.ca/forms/testing-request/>

Counselling and Access Ability Contacts:

Brockville	Cornwall	Kingston
caas@sl.on.ca Room: 100 Phone: (613) 345-0660, ext. 3154 or ext. 3111 Fax: (613) 345-7871	caas@sl.on.ca Room: M1461 Phone: (613) 933-6080, ext. 2709	Stacy Gall Counselor – AccessAbility Services SGall@sl.on.ca Room: 01230 (613) 544-5400, ext. 1286