



Task Title: Accessibility Services Information

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description:

Read text to find information about accessibility services at a university.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text /A1.2

Materials Required:

- Pen and Paper and/or digital device

Learner Information

Many post-secondary institutions such as Universities and Colleges have accessibility services available to their students. Scan the University of Waterloo's information about accessibility services.



AccessAbility Services

We're here to help! Whether you have a known or unknown disability/condition/ illness, or if you're experiencing impacts from trauma, we can help you develop your individualized academic accommodation plan for all components of your academic career.

Applying for academic accommodations Registration Process

Step 1: Complete the AccessAbility Services' online application to begin the registration process (this will take approximately 5-10 minutes to complete). If you have a University of Waterloo Verification Form or alternate documentation in your possession, upload it with your application. It's okay if you don't have documentation. Apply if you believe you need accommodations – we can help you with the rest!

Step 2: Monitor your Waterloo email for next steps. We will email you within approximately 14 days (2 weeks) to schedule your registration appointment once we've reviewed your application. Please note that our response time may vary during peak times. If you are an incoming student with a Fall Term start, we will email you in mid-June, as soon as your Waterloo email has been activated, to discuss next steps.

Step 3: Meet your Accommodation Consultant. During your appointment, you and your Accommodation Consultant will finalize your accommodation plan and they will show you how to sign into the AccessAbility Services online system to request and manage your accommodations.

Work Sheet

Task 1: Who can accessibility services help to develop an accommodation plan?

Answer:

Task 2: What forms or documents can a student upload with their accommodation application?

Answer:

Task 3: How and when will a student know that their application has been reviewed?

Answer:

Task 4: Where does a student sign in to manage their accommodations?

Answer:

Answers

Task 1: Who can accessibility services help to develop an accommodation plan?

Answer: People with known or unknown disabilities, conditions or illness and people experiencing the impacts of trauma.

Task 2: What forms or documents can a student upload with their accommodation application?

Answer: A University of Waterloo Verification Form or alternate documentation

Task 3: How and when will a student know that their application has been reviewed?

Answer: You will receive an email approximately 14 days/2weeks after registering.

Task 4: Where does a student sign in to manage their accommodations?

Answer: The AccessAbility Services online system

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	Makes connections between sentences and between paragraphs in a single text			
A1.2	Scans text to locate information			
A1.2	Locates multiple pieces of information in simple texts			
A1.2	Makes low-level inferences			

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
