

DOCUMENTATION OF MENTAL HEALTH DISABILITY

STUDENT

I understand that this form will be released to Academic Accommodations Service, University of Ottawa for the following purposes:

- to confirm the presence of an acquired a mental health disorder;
- to identify if the condition is permanent or temporary;
- to evaluate functional limitations in the learning environment;
- to help Academic Accommodations Service determine appropriate accommodations and supports.

** The information you provide in the form can be used to assess the need for learning supports, academic accommodations, or access to a range of benefits including government funding.*

STUDENT NAME

STUDENT NUMBER

STUDENT SIGNATURE

DATE

WHO CAN COMPLETE THE FORM?

The documentation form is **to be completed by a treating Family Physician, Nurse Practitioner, Psychiatrist or Psychologist**. The health professional has knowledge of the patient's history and is licensed to diagnose and treat the medical condition. **Students are not to fill out the medical form or functional limitations.**

IS A DIAGNOSIS REQUIRED?

You are not required to disclose your medical diagnosis, but confirmation that you have a diagnosed disability is required. Functional limitations must be fully described and additional information may be requested in order to determine appropriate accommodations and support.

WHO SEES AND USES THIS INFORMATION?

Information provided will be used for the purposes described above and confidential in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) and Personal Health Information Protection Act (PHIPA). If you have any further questions please contact us.

TO BE FILLED OUT BY TREATING FAMILY PHYSICIAN, NURSE PRACTITIONER, PSYCHIATRIST OR PSYCHOLOGIST

DSM-V DIAGNOSIS	IF THE STUDENT HAS CONSENTED TO DISCLOSE A SPECIFIC DIAGNOSIS, PLEASE STATE THE DSM-V DIAGNOSIS.	IN MY PROFESSIONAL OPINION, I CONFIRM THE STUDENT HAS A FORMALLY DIAGNOSED MENTAL HEALTH DISABILITY.	OR	I CONFIRM THAT I AM IN THE PROCESS OF ASSESSING THE STUDENT'S CONDITION TO DETERMINE A DIAGNOSIS.
DURATION OF DISABILITY	PERMANENT: The disability is expected to remain for the duration of postsecondary studies.	TEMPORARY: The disability is expected to remain from YEAR MONTH DAY to YEAR MONTH DAY		UNKNOWN DURATION <i>(Note: accommodations will be established for one semester until additional documentation is provided).</i>
FLUCTUATING SYMPTOMS	The student's disability has symptoms that can fluctuate.			

TREATMENT PLAN Please update this document if the treatment plan changes.

- IF A DIAGNOSIS HAS BEEN CONFIRMED, PLEASE PROVIDE DATE OF FIRST DIAGNOSIS:
- WILL YOU BE MONITORING THE STUDENT ON A REGULAR BASIS?

YES, EVERY
 NO, THIS STUDENT WILL BE FOLLOWED BY
- IF THE STUDENT HAS BEEN PRESCRIBED MEDICATION FOR THIS CONDITION, CAN YOU SPECIFY CURRENT (IF ANY) SIDE EFFECTS THAT MAY IMPAIR THE STUDENT'S ACADEMIC PERFORMANCE?
- DOES THE STUDENT HAVE LIMITED FUNCTIONING AT CERTAIN TIMES OF THE DAY? PLEASE CHECK ALL THAT APPLY:

MORNING
 AFTERNOON
 NIGHT
- ARE THERE OTHER TREATMENTS OR THERAPIES THAT THE STUDENT RECEIVES?

Academic Accommodations Service

100 Marie-Curie Private, Room 408, Ottawa, ON K1N 6N5
 Phone : 613-562-5777 | Fax : 613-562-5159 | adapt@uOttawa.ca

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FUNCTIONAL LIMITATIONS THAT IMPACT THE UNIVERSITY ENVIRONMENT							
NO IMPACT Unlikely to have an effect on ability to fulfill academic obligations.		MILD IMPACT Likely to be able to fulfill academic obligations, but performance affected to a minor degree, with mild impairment and minimal symptoms.		MODERATE IMPACT Student requires moderate supports or accommodations to succeed.		SEVERE IMPACT Significantly impaired in ability to fulfill academic obligations e.g. unable to complete some assignments, unable to write some tests/examinations.	
ATTENTION AND CONCENTRATION	NO IMPACT MILD IMPACT	MODERATE IMPACT SEVERE IMPACT	IF SEVERE, DESCRIBE THE IMPACT:				
MANAGING INTERNAL DISTRACTIONS	NO IMPACT MILD IMPACT	MODERATE IMPACT SEVERE IMPACT	IF SEVERE, DESCRIBE THE IMPACT:				
MANAGING EXTERNAL DISTRACTIONS	NO IMPACT MILD IMPACT	MODERATE IMPACT SEVERE IMPACT	IF SEVERE, DESCRIBE THE IMPACT:				
MEMORY	NO IMPACT MILD IMPACT	MODERATE IMPACT SEVERE IMPACT	IF SEVERE, DESCRIBE THE IMPACT:				
INFORMATION PROCESSING	NO IMPACT MILD IMPACT	MODERATE IMPACT SEVERE IMPACT	IF SEVERE, DESCRIBE THE IMPACT:				
RATIONAL THINKING	NO IMPACT MILD IMPACT	MODERATE IMPACT SEVERE IMPACT	IF SEVERE, DESCRIBE THE IMPACT:				
TIME MANAGEMENT	NO IMPACT MILD IMPACT	MODERATE IMPACT SEVERE IMPACT	IF SEVERE, DESCRIBE THE IMPACT:				
ORGANIZATION	NO IMPACT MILD IMPACT	MODERATE IMPACT SEVERE IMPACT	IF SEVERE, DESCRIBE THE IMPACT:				
CLASS PARTICIPATION	NO IMPACT MILD IMPACT	MODERATE IMPACT SEVERE IMPACT	IF SEVERE, DESCRIBE THE IMPACT:				
ABILITY TO CONTROL EMOTIONS	NO IMPACT MILD IMPACT	MODERATE IMPACT SEVERE IMPACT	IF SEVERE, DESCRIBE THE IMPACT:				
STRESS MANAGEMENT	NO IMPACT MILD IMPACT	MODERATE IMPACT SEVERE IMPACT	IF SEVERE, DESCRIBE THE IMPACT:				
ENERGY LEVEL	NO IMPACT MILD IMPACT	MODERATE IMPACT SEVERE IMPACT	IF SEVERE, DESCRIBE THE IMPACT:				
OTHER	NO IMPACT MILD IMPACT	MODERATE IMPACT SEVERE IMPACT	IF SEVERE, DESCRIBE THE IMPACT:				

ACADEMIC WORKLOAD						
<u>UNDERGRADUATE</u> : A minimum of 4 courses per semester is typically considered full-time.				<u>GRADUATE</u> : A minimum of 2 courses per semester is typically considered full-time.		
1. BASED ON YOUR PROFESSIONAL OPINION, DO YOU THINK THE STUDENT IS ABLE TO MAINTAIN A COURSE LOAD OF:						
5 OR MORE COURSES?	YES	NO	4 COURSES (REDUCED FULL TIME)?	YES	NO	2-3 COURSES? YES NO

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ADDITIONAL INFORMATION

PLEASE PROVIDE ANY ADDITIONAL INFORMATION THAT MAY ASSIST US IN SUPPORTING THE STUDENT.

VERIFICATION OF ASSESSING PROFESSIONAL

PLEASE SPECIFY TYPE OF PRACTITIONER:

PSYCHOLOGIST

PSYCHIATRIST

NURSE PRACTITIONER

FAMILY PHYSICIAN

OTHER

I am providing the above information for use by the University in assessing what academic accommodations, if any, should be offered to the student.
I understand I may be contacted by the University to verify this information. but will not be requested to provide further information without the consent of the student.

NAME

COLLEGE /
REGISTRATION #

ADDRESS

PHONE NUMBER

FAX NUMBER

STAMP (IF AVAILABLE):

SIGNATURE

DATE

Note: The student is responsible for costs associated with completing this certificate.

The personal information on this form is collected under the authority of the University of Ottawa Act, S.O. 1965, C.137. At all times the personal information will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding this collection, please contact [the Access to Information and Privacy Office \(AIPO\)](#).