



Referral Checklist

Regional Assessment and Resource Centre (RARC)

Queen's University - Mackintosh-Corry Hall, Room B100
68 University Avenue – Kingston, ON K7L 3N6
P: (613) 533-6311 | F: (613) 533-6564 | E: rarc@queensu.ca

Please complete and submit the following documents via SecureDocs.
Go to www.securedocs.ca and register for a free account to send to rarc@queensu.ca

Required Documents:

- Intake Information Form
- RARC Financial Contract
 - If the student is OSAP eligible or was OSAP eligible in the previous academic year, and the BSWD/CSG-PDSE funding application deadline has been missed, or is not yet open, the **RARC MAT Promise to Apply for OSAP and BSWD** form will also be required.
- RARC Common Consent Form
- RARC Questionnaire (including handwritten short story and retrospective checklist)
- Supporting Documents:
 - Elementary School Year-End Report Cards from JK to Grade 8
 - Secondary School Semester-End Report Cards from Grade 9 to Grade 12
 - High School Transcript
 - If applicable, most recent IEP
 - If applicable, your most recent unofficial / official post-secondary transcript
 - If applicable, previous assessment report(s)
- RARC Referral Form or Email/Letter from Accessibility Advisor to rarc@queensu.ca providing rationale for the referral