

Handout #3: Timeline for Developing the Digital Transition Portfolio and Application to Post-Secondary Institutions and Employment Services

Timeline for Applying for Accommodations at a PSI:

Read the following document to get a sense of the timeline that you will need to follow if you would like to apply for services and supports from a Post-Secondary Institution (PSI). It is the responsibility of the student to contact the appropriate department of the PSI for these services and provide appropriate current and relevant documentation. Many PSIs in British Columbia have different names for the departments that provide supports. Some common names may include Accessibility & Diversity Services or Centre for Students with Disabilities. Note that most PSIs do not provide assessments and that they have their own requirements for eligibility of services.

Month of Graduating Year	To Do:	Points to Consider
September October	<ul style="list-style-type: none"> ❑ Complete or Update Digital Portfolio ❑ Begin researching application processes for various PSIs 	<p>Pay particular attention to each PSI's application deadlines. It is always beneficial to apply earlier and not wait until the deadline to apply.</p>
November December	<ul style="list-style-type: none"> ❑ Applying for admission to PSIs ❑ Make initial contact with the appropriate Accessibility Services or Centre for Students with Disabilities indicating that you are a prospective student. Some departments might indicate that they will not meet with you until you are formally accepted. However, this is a good time to ask a few questions (see notes in next column) 	<p>PSIs have different standards and policies regarding how they determine eligibility for services. Consider getting answers early for the following questions:</p> <ol style="list-style-type: none"> 1) Is my psychoeducational assessment still valid? Some PSIs use a five -year period for determining validity while others might use a three-year period. 2) Does the process for applying for services begin with an online application or a scheduled meeting? When do they suggest initiating that process and meeting with an advisor to review an application and documentation?

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<p>January February March</p>	<p>❑ Upon successful admission, consider making application for services and booking an appointment with the appropriate department (ex. Accessibility Services or Centre for Students with Disabilities). In order to access services, you will need to disclose your disability and provide documentation. NEADS (2018) suggest that students “contact the disability office as soon as they receive their acceptance letter”</p>	<p>There are a number of good reasons to meet or connect once admitted:</p> <ol style="list-style-type: none"> 1) This gives you lots of time to learn about the supports and assistive technology that is used in their institution before you begin your studies. 2) It can happen that a PSI requires updated assessments or different kinds of assessments that you have not had. By connecting early, you are giving yourself time to address any concerns the PSI may have with your documentation. 3) If you are planning on receiving an updated assessment, connect with the PSI to see if they can specify the kinds of assessments they are going to require. They may even provide recommendations of assessors who are knowledgeable of their specific eligibility criteria.
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Many PSIs state that they need 8-12 weeks to process a request for services. It is important to note that NEADS (2018) recommends that PSIs “encourage students with disabilities to register with disability services even if they do not feel they need accommodations.” By registering for services, you can be empowered to use or decline an accommodation throughout your semester. If you do not advocate for services and find that you need

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them, it can be very challenging to access them mid semester and have to work through a lengthy eligibility process.

Timeline for Applying for Employment Services:

Read the following document to get a sense of the timeline that you will need to follow if you have a disability and are interested in applying for employment services from Work BC. It is the responsibility of the student to contact the Back In Motion program at Work BC and provide appropriate documentation. They may be able to support you with securing employment if you do not have a job.

Month of Graduating Year	To Do:	Points to Consider
<p>September October November</p>	<ul style="list-style-type: none"> ❑ Complete or Update Digital Portfolio ❑ If not employed and if you have a disability, consider connecting with Back In Motion’s Customized Employment Services for people with disabilities. 	<p>Contact the office in your community to find out when you can apply for services. Students in their graduating year can sometimes be receiving customized employment supports.</p>
<p>December January</p>	<ul style="list-style-type: none"> ❑ Make application to Back In Motion’s Customized Employment Services for people with disabilities. 	<p>Back in Motion may require documentation to determine eligibility for services. Consider sharing your IEP and most recent psychoeducational assessment from your Digital Portfolio. It can assist them in determining eligibility for services and establishing a supportive plan for employment.</p> <p>If accepted into the program, consider setting up a meeting with your school Case Manager and Back In Motion Case Manager to coordinate planning.</p>