



We're Putting Wellness First



We're Turning Innovation into Action



We're Committed to Collaboration

220 Portsmouth Ave., Kingston, ON K7M 0G2

P: 613-544-6920 | F: 613-544-6804

TF: 1-800-267-0935 | TTY: 613-548-0279

www.limestone.on.ca

Process for Barrier-Free / Accessibility Requests for Students

1. School will call Accessibility Lead (Eva Carlin, Resource Teacher for Deaf/HH and Blind/LV) at Educational Services, 613-542- 9871, ext. 287 or email carline@limestone.on.ca to share accessibility concern.
2. School will submit a written recommendation from appropriate professional (OT, PT, CNIB etc.) to the Accessibility Lead.
3. Accessibility Lead will submit the Request for Renovation form to Facility Services.
4. Facility Services will review the request.
5. Depending on the nature of the request, the Accessibility Lead, Facility Services and appropriate professional may visit the school site to assess existing conditions and work being requested.
6. Facility Services will approve the work request if it meets applicable codes, regulations, policies and budget.
7. Work is scheduled for completion.

SEE YOURSELF IN LIMESTONE

Limestone District School Board is situated on traditional territories of the Anishinaabe & Haudenosaunee.

Paula Murray (Chair) | Debra Rantz (Director of Education and Secretary) | Paul Babin (Treasurer)

REQUEST FOR RENOVATION

TO: Facility Services
FROM: LDSB Accessibility Lead
RE: Renovation Request for *name of site*
DATE:

Please find attached a renovation request for (*name of site*). This request is to accommodate a student who has identified special needs.

I would be pleased to meet with you at (*name of site*) to discuss this proposal, with (*name of Principal at site*).

With thanks for your consideration of this request,

(Name of requestor)
LDSB Accessibility Lead

cc: Principal *at site*
Associate Superintendent of Education, Learning for All

SEE YOURSELF IN LIMESTONE

Limestone District School Board is situated on traditional territories of the Anishinaabe & Haudenosaunee.

Paula Murray (Chair) | Debra Rantz (Director of Education and Secretary) | Paul Babin (Treasurer)