



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

Request for Accommodation Related to Student Use of Masks

Please submit this form to your school principal to request an accommodation.
The principal will contact you to discuss your request.

Based on Ministry of Education guidelines, issued in August 2020, in consultation with the Ministry of Health, masks are mandatory for all students, except those in kindergarten to grade 3, for public health reasons. In accordance with the Ontario *Human Rights Code*, students who cannot comply with this requirement because of a disability or for another Code-based ground¹, may request an accommodation, which may include exemption from wearing a mask for some or all of the day.

In order to initiate an accommodation request, complete this form and submit to the principal or their designate, along with evidence to support the request, which may include a note from a treating physician or other health care practitioner confirming that a disability interferes with the student's ability to wear a mask, or information already existing in the student's IEP or OSR². Please note, the principal may request additional information for consideration of the request and to guide the negotiation and discussion to determine if the request is approved and if approved, the most appropriate form of accommodation. This form will constitute the record of the request as well as the outcome.

The principal will consult with the parent/guardian or adult student³ in consideration of the request. This will be done on a case by case basis and if accommodations are provided, the principal will inform all parties (including relevant staff members). Outcome of all requests for accommodations will be recorded on this form shared with the parent/guardian or adult student.

Criteria: When reviewing requests for accommodation, the principal must be satisfied that the following criteria are met:

- a *Code* protected ground exists, such as a disability;
- the student is unable to wear a mask for some or all of the time while indoors at school or is unable to put on or remove their own mask without assistance; and
- these restrictions and limitations are due to the *Code* protected ground.

Acceptable evidence: The accommodation request must be justified by supporting documentation. Supporting documentation may include information that already exists in the student's Ontario Student Record

¹ Grounds protected from discrimination under the Ontario *Human Rights Code* include citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed, sex/pregnancy, family status, marital status, sexual orientation, gender identity, gender expression.

² Please note, in some cases, such as students in specialized programs with well-known developmental or sensory disabilities, the school has sufficient evidence to support the exemption. In these cases, please contact the principal directly.

³ In this form, "adult student" includes students who are 16 or 17 and who have removed themselves from parental control.

(OSR) or Individual Education Plan (IEP). Alternatively, it may be supported by a note from a medical or health practitioner that confirms:

- the student has a disability or medical condition; and
- the disability or medical condition interferes with the student's ability to wear a mask such that an accommodation is required for some or all of the time; and
- suggests the types of accommodation that may be needed.

The OCDSB Student Use of Mask Guideline document can be accessed [here](#).

Please complete the following information in order to request accommodation:

First and Last Name of Student	
Student's Date of Birth	
Student's School	
Grade or Program if Grade does not apply:	

Type of accommodation requested

- full exemption from requirement to wear a mask at all times - please provide details in the explanation section below
- partial exemption from requirement to wear a mask only during certain periods of time - please provide details in the explanation section below).
- Other method of accommodation - please provide details in the explanation section below.

Explanation of justification for request for accommodation and details about type of accommodation requested:

Please attach a note from a treating physician or other health care practitioner (where appropriate).

Name of parent/guardian if student is under 18 years of age: _____

Home address: _____

Telephone: _____

Signature of parent/guardian or adult student: _____

Date: _____

This form will be placed in the student's Ontario Student Record.

The personal information on this form is collected under the authority of the *Education Act*.

Decision

This section will be completed by the school principal and shared with the parent/guardian or adult student for signature.

Accommodation request:

- approved
- denied

Reason for decision:

If approved, type of accommodation to be provided by school:

- A partial exemption. Review date will be set to re-assess.
- A full exemption. Review date will be set to re-assess.
- Other

Details outlining type of accommodation approved:

Principal signature: _____

Date communicated with the parent/guardian or adult student : _____

Review date for re-assessment of accommodation:

A copy of this form is provided to the parent/guardian or adult student.