

# Accessible Formats & Communications Support Checklist (Feedback)

WSPS will work in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) S.O. 2005 including the Integrated Accessibility Standards Regulation (IASR) when consulting with individuals requesting alternate formats and communication supports for feedback.

Manager of Customer Care and Administration to complete form below and file accordingly.

<b>Assessor Name:</b>		<b>Date Request Received:</b>
<b>Type of request received:</b> Accessible Format <input type="checkbox"/>		
Communication Support <input type="checkbox"/>		
<b>Requestor's Name:</b>		
<b>Requestor's Contact:</b>		
<b>Type of information/document requested:</b>		
<b>Accessible Formats &amp; Communication Supports (Check all that apply as preferred and optional)</b>		
<b>1</b>	Large Print/Font	
<b>2</b>	Text transcripts of audio or visual information	
<b>3</b>	Handwritten notes instead of spoken word	
<b>4</b>	Information written in plain language	
<b>5</b>	Electronic document formatted to be accessible for use with a screen reader	
<b>6</b>	Support Person	
<b>7</b>	Braille	
<b>Comments:</b> (Please attach any supporting documents to the checklist)		
<b>Date Request Completed by WSPS:</b>		

### Storage/Retention of Documents:

Once the request has been completed, the original is to be retained with Manager, Customer Care & Administration.