Accessible Formats & Communications Support Checklist (Feedback)

ALLIANCE EMPLOYMENT SERVICES
Attract | Recruit | Hire | Retain

Alliance Employment Services 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.

Assessor Name:	**Date Request Received**:
Type of request received: Accessible Format ☐ Communication Support ☐	

Requestor's Name:
Requestor's Contact:
Type of information/document requested:

	Accessible Formats & Communication Supports (Check all that apply as preferred and optional)	
1	Large Print/Font	
2	Handwritten notes instead of spoken word	
3	Information written in plain language	
4	Support Person	

Comments: (Please attach any supporting documents to the checklist)
Date Request Completed by Alliance Employment Services:

Storage/Retention of Documents:

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