

THE ACCESS DOCKET

Circle or check what would make this workshop, meeting, appointment, class, or event easier to access.

Name (optional): _____

Date / event: _____

INFORMATION & COMMUNICATION

- ☐ Written instructions
- ☐ Captions / live transcription
- ☐ Agenda in advance
- ☐ Plain-language explanations
- ☐ Written follow-up
- ☐ Questions in writing
- ☐ Repeat or rephrase information
- ☐ One step at a time

SENSORY & ENVIRONMENT

- ☐ Reduced lighting
- ☐ Lower noise / quieter space
- ☐ Seat near an exit
- ☐ Reduced scents
- ☐ Headphones / ear protection okay
- ☐ Sunglasses / hat okay
- ☐ Camera off
- ☐ Alternative seating

BODY, MOVEMENT & BREAKS

- ☐ Movement / pacing allowed
- ☐ Standing allowed
- ☐ Fidgeting allowed
- ☐ Food / drink allowed
- ☐ Extra breaks
- ☐ Bathroom breaks without asking
- ☐ Leave and return as needed
- ☐ Flexible participation

TIME, PROCESSING & PARTICIPATION

- ☐ Extra processing time
- ☐ Extra response time
- ☐ No cold-calling
- ☐ Preview questions first
- ☐ Option to pass
- ☐ Alternative to speaking aloud
- ☐ Flexible deadlines / pacing
- ☐ Shorter chunks of information

SOMETHING ELSE I NEED:
