



**Reporting an Accessibility Issue**

Person to bring issue forward (Name Optional): \_\_\_\_\_

School Site: \_\_\_\_\_

Phone #: \_\_\_\_\_

Name of Principal or division Office Staff reported to: \_\_\_\_\_

Date Reported: \_\_\_\_\_ Time Reported: \_\_\_\_\_

**CONCERN:** (Attach a page if additional space is required).

Describe Accessibility Issue: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What action(s) would you suggest be taken?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted to Park West School Division: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_