# Barrier Report Form

*Use this Barrier Report Form as a starting point to create one for your own institution. We recommend putting a link to this form on your institution’s main webpage, as well as on the DSO page.*

(IHE) is committed to taking steps to ensuring and improving physical and technological access on campus. This reporting form is one of several ways to report a physical or technological barrier which restricts any person's access to campus facilities at any (IHE) campus. Barriers may also be reported directly to [list other reporting offices, OEO, ADA, DSO, etc.].

Please note that submissions using this form may not be reviewed outside of normal business hours. If there is an immediate risk to health or safety, please contact (IHE Public Safety Office).

1. Name [*should be optional*]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Email [*should be optional*]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Phone Number [*should be optional*]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Access Issue Type [*should be required, allow multiple responses*]
	* 1. Physical
		2. Technological
		3. Attitudinal
5. Date Access Issue Observed [*should be required*]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Location of Access Barrier [*should be required*]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. If an Online Access Issue, provide the web address [*should be required*]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Description of the Issue (provide as much information as possible to help us better understand the problem) [*should be required*]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Optional Picture of the Issue [*allow for a picture to be uploaded*]:

Thank you for taking the time to report this issue. [*Institutional name*] takes access very seriously and will review this report diligently.