

Accessibility Barrier Reporting Form

Overview

This document provides information on creating and using an accessibility barrier reporting form, along with highlighting its benefits.

What is an accessibility barrier reporting form?

A barrier reporting form provides an efficient way for disabled university community members to report barriers they experienced in a university's physical or digital program, service, or activity.

Why do we need a form?

Disability laws require universities to operate their programs, services, and events in a manner that does not discriminate against disabled individuals. Using an accessibility barrier form notifies the university of inaccessible design that creates access barriers for disabled individuals.

What are additional benefits of a form?

A barrier reporting form's benefits include:

- Informs university participants, such as students, visitors, and employees, that your campus values accessibility.
- Provides an efficient way for individuals to report access barriers.
- Allows campuses to identify themes and trends to influence strategy and decision-making to create a more inclusive campus.

Who completes the accessibility barrier reporting form?

The form can be completed by anyone impacted by a university program or event, including:

- Students or academic program applicants
- Employees or job applicants
- Program participants or visitors such as guest speakers
- Anyone on behalf of a person with a disability

When is an accessibility barrier report completed?

The form is completed when a disabled person experiences a physical or digital barrier that impacts their access to a program, service, or activity offered or hosted by the university. The form is not intended to be used to request reasonable accommodations.

How is the form accessed and completed?

It is ideal to use an electronic form that is accessible per [Web Content Accessibility Guidelines 2.1](#). The form can be available through a short URL and posted on webpages and shared on event announcements and course syllabi.

Who receives the form and what happens?

The Americans with Disabilities Act (ADA) requires public universities with at least 50 employees to designate one person responsible for disability compliance. This person is typically referred to as the “ADA coordinator” and is best situated to receive the form due to their knowledge of the ADA’s confidentiality provisions, as well as FERPA.

Best practices after a report is submitted include:

- Acknowledging within 2-3 business days that the form has been received and clarifying any information.
- Contacting the department or event host or digital tool owner to discuss the barrier and determine next steps.
- Following up to provide resolution information.

What happens with the reports?

The reports can be used to create a quarterly or annual report of accessibility barrier trends. This report can be presented to university leaders to inform or revise policy or change practices and procedures that enhance access for disabled individuals.

Are there sample reports I can review?

The following campuses use an accessibility barrier form:

- [UW–Green Bay](#)
- [UW–Madison](#)
- [UW–Milwaukee](#)
- [UW–Oshkosh](#)
- [UW–Parkside](#)

What are other benefits?

Other advantages of using an accessibility reporting form include:

- Demonstrates your institution's commitment to access for people with disabilities.
- Provides an opportunity to educate the campus community about accessibility standards or universal design principles.

What are the challenges of using a form?

Some difficulties include:

- Immediate resolution of complex accessibility barriers might not be possible.
- Determining the responsible party to remove a barrier or cover any associated cost.