Accessibility Checklist – Appendix B, LD Policy Manual
Adult Education/Literacy Programs

Access encompasses four environments: *Physical, Programmatic/Policy, Information, and Attitudinal.* Assess the items below to help determine the accessibility of your program. Progress of these items should be described in the space provided at the end of this checklist.

Physical Environment	Completed	In Progress	Date Completed
Provides a wheelchair-accessible location (elevators, wide hallways, lowered fountains and phones, ramps, accessible restrooms, and counters).			
Locates all equipment and frequently used materials on lower shelves in wheelchair-accessible areas.			
Provides accessible parking.			
Schedules programs in accessible locations.			

Programmatic / Policy Environment	Completed	In Progress	Date Completed
Allows alternative admissions tests or test administration procedures.			
Keeps disability-related information confidential.			
Provides disability accommodations at events (*e.g.*, interpreters).			
Includes a statement regarding availability of accommodations on all written program information.			
Adapts policies to allow for disability-related needs: • Allows students to borrow reserved material for taping or enlarging if not provided by the office.			
• Allows students with print-related disabilities to use materials for extended periods of time or use computers for longer periods of time.			
• Allows students with disabilities to participate in all programs and activities.			
Consults with Disability Services regarding disability issues.			
Has a designated ADA coordinator.			
Has an established ADA grievance policy and provides information to students with disabilities about the policy and where to obtain a form for filing a grievance.			
Conducted a self-evaluation regarding accessibility for students with disabilities.			
Developed a transition plan regarding accessibility, including accessibility as regards students with learning disabilities.			

Information Environment	Completed	In Progress	Date Completed
States on materials that they are available in alternative formats upon request.			
Produces materials in alternative media (Braille, large print, audiotapes) upon request.			
Provides adaptive technology.			
Includes information about Disability Services in promotional material.			
Provides assistance to students who need: • readers			
• tutors			
• scribes			
• assistance procuring materials			
• other			

Attitudinal Environment	Completed	In Progress	Date Completed
Monitors the attitudes of staff toward individuals with disabilities.			
Encourages positive attitudes of students without disabilities toward individuals with disabilities.			
Uses appropriate language to refer to people with disabilities; *e.g.*, "People First."			

Name of Evaluator

Date of Signature

Items in Progress
Describe progress on back of form or on additional pages if necessary**.**