



Alternate Format Request Form and Communication Support Form

The Township of Scugog is committed to providing information in a format that meets your needs. If you need information in an alternate format or require the assistance of a communication support, please use this form and let us know what format will work for you. We will do our best to support your communication needs.

Alternate forms could include, but are not limited to large print, colour contrast, electronic formats, text transcripts of visual and audio information or email.

Communication supports could include, but are not limited to plain language, having a staff member or volunteer read the written information aloud, and other supports that facilitate effective communication.

Requesters Information

In order to ensure the suitability of an accessible format or communication support provided, staff will need to consult with you or the individual making the request for guidance on how we can best meet your needs.

Name				
Address				
Telephone		Email Address		
Preferred Communication Method				
<input type="checkbox"/> Email	<input type="checkbox"/> Mail	<input type="checkbox"/> Phone	<input type="checkbox"/> In Person	<input type="checkbox"/> Other

Alternate Document Information

Name of Document
What alternate format do you want the document in, or communication support do you require?

Alternate Website Content Information

Please specify below if there is a specific content on a webpage you would like in an alternate format

Website URL
Details
Date Information Required

Thank you for your request. Let us know how we are doing, feedback is always welcome and appreciated.