Dear Rep,

I need information about the accessibility of the resources I use from your company:

* Text/Resource Name:
* Edition:
* Author:
* Class:
* Term:
* Enrollment:

[**FOR DIGITAL RESOURCES**]

Wichita State University has entered into an agreement with the National Federation of the Blind. WSU is required to have accessible classes by July 29, 2020. In order for me to review the accessibility of my class, I need to know if any of the digital resources I am using contain the following:

* Flash
* Videos without captions
* Audio files without captions
* Images without Alt Tags (including in PowerPoints)
* Untagged documents of any kind
* Required mouse use for on-screen navigation
* “Hot-spot” or other technologies that cannot be used with a screen reader
* Technical support for me and for my students, including specialized support for students with disabilities
* Other known accessibility issues

If the content I am using contains any inaccessible elements, please tell me what the plan is to improve their accessibility is and what the target dates are.

[**FOR PAPER RESOURCES**]

Wichita State University has entered into an agreement with the National Federation of the Blind. WSU is required to have accessible classes as of July 29, 2020. In order for me to review the accessibility of my class, I need to know I need to know if any of the paper resources I use have the following accessibility features:

* Electronic versions of the text with tags that allow use with a screen reader
* An audio version of the text
* A braille version of the text, or a file version that allows braille printing
* Tactile graphs available

Thank you for your help with this effort. As I mentioned, the target date for full accessibility is July 29, 2020. Because this is a big project, I need any information you can provide as quickly as possible.

Sincerely,