

## Interpreter or Real Time Captioning Request Form

Complete all items for each request to avoid scheduling delays. Incomplete information will not be accepted.

I am requesting (check one):      Sign Language Interpreting      Real Time Captioning

Example	
<b>Class Name/Section</b>	Math 120 07
<b>Class Days</b>	M W F
<b>Class Start Date</b>	01/14/08
<b>Class End Date</b>	05/23/08
<b>Class Start Time</b>	9:00 AM
<b>Class End Time</b>	10:15 AM
<b>Room Number</b>	721
<b>DSS Specialist Approval</b>	Initials _____

Class 1	
<b>Class Name/Section</b>	
<b>Class Days</b>	
<b>Class Start Date</b>	
<b>Class End Date</b>	
<b>Class Start Time</b>	
<b>Class End Time</b>	
<b>Room Number</b>	
<b>DSS Specialist Approval</b>	Initials _____

Class 2	
<b>Class Name/Section</b>	
<b>Class Days</b>	
<b>Class Start Date</b>	
<b>Class End Date</b>	
<b>Class Start Time</b>	
<b>Class End Time</b>	
<b>Room Number</b>	
<b>DSS Specialist Approval</b>	Initials _____

Class 3	
<b>Class Name/Section</b>	
<b>Class Days</b>	
<b>Class Start Date</b>	
<b>Class End Date</b>	
<b>Class Start Time</b>	
<b>Class End Time</b>	
<b>Room Number</b>	
<b>DSS Specialist Approval</b>	Initials _____

Class 4	
<b>Class Name/Section</b>	
<b>Class Days</b>	
<b>Class Start Date</b>	
<b>Class End Date</b>	
<b>Class Start Time</b>	
<b>Class End Time</b>	
<b>Room Number</b>	
<b>DSS Specialist Approval</b>	Initials _____

Class 5	
<b>Class Name/Section</b>	
<b>Class Days</b>	
<b>Class Start Date</b>	
<b>Class End Date</b>	
<b>Class Start Time</b>	
<b>Class End Time</b>	
<b>Room Number</b>	
<b>DSS Specialist Approval</b>	Initials _____

I am requesting service for a one time event or appointment on campus.

Event or Purpose of Request	Date	Start Time	End Time	Room #
<b>DSS Specialist Approval</b>	Initials _____			

Name (PRINT CLEARLY)

ID#

Date