**Request for Sign-Language Interpreting Services**

Four weeks notice is required for requests for sign-language interpreting services. Students needing sign-language interpreting services must make requests for these services to OSSD, not the individual interpreters or agencies.

Name: _______________________________________________________

Student ID #: _________________________________________________

Date request submitted: _______________________

Please provide OSSD with the following information:

Date Interpreters needed: _________________________________

Times: ____________________________________________________

Location: __________________________________________________

Type of Event: ______________________________________________
(Examples: tutoring session, academic advising, campus event, etc)

Students requesting sign-language interpreting services for their classes must attach a copy of their schedules. Requests for sign-language interpreting services for classes should be made at the time of registration. Late requests will be filled as soon as possible, but students should be aware that at times sign-language interpreters can be difficult to secure.

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OSSD Use Only:

Request review by: ___________________________ Date: _______________
(OSSD staff member)