



REQUEST FOR SIGN LANGUAGE INTERPRETING SERVICES

Two weeks notice is required for requests for sign-language interpreting service for campus events and activities. Requests for services must be made to ODS, not to individual interpreters or agencies. Students requesting services for their classes must provide a copy of their schedule to ODS at the time the request is made. Requests for services for classes must be made at least four weeks prior to the first week of classes. Late requests will be filled as soon as interpreters can be secured. Students should be aware that at times sign language interpreters can be difficult to secure, especially for requests without adequate notice.

Forms may be submitted in person at the Office of Disability Services or by fax at **(212) 854-3448**.

Name: _____ Date: _____

Home Phone/TTY: _____ E-Mail: _____

Mobile: _____ School Affiliation: _____

Date Interpreters Needed: _____ Start Time: _____ End Time: _____

Building Location: _____ Room Number: _____

Description of Event: _____

Number of Participants: _____

Language Preference: ASL Signed English Combination? Other:

Additional Information: _____

Signature: _____ Date: _____

Office use only

Request Reviewed By: _____ Date: _____

Interpreter Information: _____