



REQUEST FOR SPEECH-TO-TEXT SERVICES

Three weeks notice is required for requests for speech-to-text services for campus events and activities. Requests for services must be made to ODS, not to individual service providers 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 providers can be secured. Students should be aware that at times service providers can be difficult to secure, especially for requests without adequate notice.

Name: _____ Date: _____

Phone/TTY: _____ E-Mail: _____

School: _____

Request for Events:

Description of Event: _____

Date Service Needed: _____ Start Time: _____ End Time: _____

Building Location: _____ Room Number: _____

Request for Classes:

Course Name: _____

Meeting Schedule: _____

Building Location: _____ Room Number: _____

Please fill out a new form for each class in which you are requesting interpreters, or attach your schedule.

Service Preference:

CART

C-Print

Other: _____

Additional Information: _____

Signature: _____ Date: _____

Office use only

Request Reviewed By: _____ Date: _____

Interpreter Information: _____