

Student Request for Interpreter Form

The following form is to assist DSS/DSP&S/DRC in providing sign language interpreters to individuals who need access to courses, meetings, events or activities at or for RCCD.

Requests must be made **at least 3 business days prior to the event.**

Requests submitted with less than 3 days' notice **may not be able to be granted.**

Please complete the information below and return this form to DSS/DSP&S/DRC

If you need to cancel the interpreter after a request is made, you **must** notify DSS/DSP&S/DRC (E-mail, VP, or landline) 48 hours in advance of the event.

Name: _____

ID #: _____

Phone: _____

Email: _____

Date Requested: (Today's Date) _____

Name of Event: (i.e., tutoring, meeting, etc.) _____

Date of Event: _____

Day of Event: (Please check ☒) M ☐ T ☐ W ☐ Th ☐ F ☐ S ☐ Su ☐

Start Time: _____ Stop Time: _____

Campus: RCC ☐ MVC ☐ NOR ☐ Other ☐ _____

Location: (Building/Room #) _____

Where will the interpreter meet you? (If different than the location) _____
