Interpreter Request

Request for reoccurring events (i.e., classes, clinical/internship hours, and school related trips) must be made 2 weeks in advance, all others must be made 3 business days in advance. Cancellations must be made 24 hours ahead of time. Emergencies due to illness or another unforeseen event must be communicated to the Interpreter Coordinator as soon as possible.

1. Today’s Date ________________________________

2. Name of person requiring an interpreter ________________________________

3. Contact Information
   a. Email ____________________________________
   b. Phone/text number _________________________
   c. Best way to reach you _______________________

4. Event type:
   a. □ Meeting with advisor Building and room # __________ Date: __________
      Time __________
   b. □ Meeting with professor Building and room # __________ Date: __________
      Time __________
   c. □ Other Meeting Building and room # __________ Date: __________
      Time __________
   d. □ Tutoring Date: _________________________
   e. □ Supplemental Instruction Building and room # __________ Date: __________
      Time __________

   For f. and g. In #5 additional information provide dates, time, and location.
   f. □ On Campus event description: __________________________________________
   g. □ Off campus event description __________________________________________

5. Additional Information ____________________________________________________