



STUDENT ACCESSIBILITY SERVICES

1202 W Farm Rd
155 University Health Services
Stillwater, OK 74078
O | 405-744-7116 Voice/TDD
F | 405-744-1143
accessibility.okstate.edu

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 _____
