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| Disability Services Office  1401 College Ave, Box 176  Levelland, Texas 79336  (806) 716-2577  Fax (806) 894-7961 |



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| Disability Services Office  819 Gilbert Dr., Room 805  Lubbock, Texas 79416  (806) 716-4675  Fax (806) 716-4731 |

INTERPRETER REQUEST FORM

Requests for interpreter services should be completed immediately following your registration for classes in order to assure this accommodation is provided on the first day of class. You may make your request for these services in person by phone, email or Interpreter Request form**. Students are required to notify the Disability Office by email or phone at least 24 hours in advance if they intend to miss class**. You must also notify the Student Disability Office in person, by phone, email or Interpreter Request form if interpreter services are needed outside the classroom: (3-day notice for field trip, tutoring sessions or the need to visit with another office for information)

Monday, October 17, 2016

Name (last name, first name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester/Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course(s) – Please list day and times and campus location

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Course Day Time Location

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Course Day Time Location

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Course Day Time Location

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Course Day Time Location

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Course Day Time Location

If an Interpreter is needed outside the classroom, please list reason for request: (field trip, tutoring, appointment with SPC office, etc.) with dates and times the Interpreter is needed.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_