Sign Language Interpreter Request  
Disability Support Services

If you need to arrange for an interpreter outside of the classroom please complete this form and submit it at least two weeks in advance. Timely requests on your part help us to insure you get the assistance you need. *The DSS Office can't guarantee interpreters with less than two weeks notice but will try to find interpreters with requests three days in advance.*

Student Name ________________________________

Appointment Date/Time __________________________

Length of appointment __________________________

Building/Room _________________________________

Reason:

☐ Tutoring    ☐ Financial Aid
☐ Advising    ☐ Registration
☐ Meet with DSS Director (Mary Kate Morgan) ☐ Meet with instructor
☐ Other information ______________________________

Student Signature: ______________________________

Date: ________________________________

Interoffice use only

Interpreter Assigned _________________________ Date__________

Updated 4/1/14