

# 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)* \_\_\_\_\_

\_\_\_\_\_