

SPECIAL REQUEST FOR INTERPRETER/CAPTIONIST

*To request interpreters or a captionist for a meeting or special event, you must submit this form **at least 72 hours** prior to the meeting or special event. Any request received with less than 72 hours notice will be considered a “last minute request.” We will make every effort to fill that request, but cannot guarantee interpreter or captionist availability.*

Student Name: _____ **Today’s Date:** _____

Type of Meeting/Event: _____

Date of Meeting/Event: _____

Starting Time: _____ **Ending Time:** _____

Location: _____

For DS Use Only

Approved by:

Interpreter/Captionist Assigned:

Interpreter Coordinator