

**INTERPRETER/CAPTIONIST SUBSTITUTE REQUEST**

*To request a substitute interpreter/captionist for a class, you must submit this form **at least 72 hours** prior to the class. 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 substitute interpreter/captionist availability.*

**Interpreter/Captionist Name:** \_\_\_\_\_ **Today’s Date:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Date of Class:** \_\_\_\_\_

**Starting Time:** \_\_\_\_\_ **Ending Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

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For DS Use Only

**Approved by:** \_\_\_\_\_ **Interpreter/Captionist Assigned:** \_\_\_\_\_

\_\_\_\_\_  
*Interpreter Coordinator*