

Disability Access Services

Interpreter Request Form

Interpreter requests should be made at least 72 hours in advance.

Name _____

Date Submitting Request _____

Your TTY #, Pager # or e-mail address: _____

ASL or PSE

Requesting an Interpreter for:

Class or Event: _____

Building and Room _____

Date(s) and Time: _____

Place to Meet Interpreter: _____

Note:

If canceling, notify the Disability Access Services (DAS) office 48 hours in advance. If the instructor of a class cancels a scheduled session or gives notice in the syllabus that a class meeting will not occur, the student is responsible for notifying DAS as soon as possible. If the student knows that he/she will miss a scheduled class meeting, the student is responsible for notifying DAS and the interpreter 48 hours in advance. DAS realizes that in emergency situations, the student may not be able to provide 48 hour cancellation notice. However, failure to provide a 48-hour advance notice for known absences may result in a suspension of interpreter services.

Contact connie.sherman@nhcc.edu

TTY (763) 493-0558

Individuals with disabilities can receive this document in alternative formats by contacting Disability Access Services at (763) 493-0555 voice or (763) 493-0558 TTY.