



SIGN LANGUAGE INTERPRETING SERVICES REQUEST FORM

Two weeks notice is required for requests for sign-language interpreting service for campus events and activities. Requests for services must be made to CDR, not to individual interpreters or agencies. Students requesting services for their classes must provide a copy of their schedule to CDR at the time the request is made. Requests for services for classes must be made at least four weeks prior to the first week of classes. Late requests will be filled as soon as interpreters can be secured. Students should be aware that at times sign language interpreters can be difficult to secure, especially for requests without adequate notice.

IMPORTANT: * indicates required field

Your Information:

*Name: _____

*Today's date: _____

IIT ID #: _____

*Home Phone / TTY: _____

Mobile Phone: _____

*E-mail Address: _____

*School Affiliation Event Details: _____

*Date Interpreters Needed: _____

*Start Time: _____ *End Time: _____

*Building Location: _____

*Building Room #: _____

*Description of Event: _____

*Number of Participants: _____

*Language Preference:

ASL Signed English Combination?

Other, please explain: _____

Additional Information: _____

Requester Authorization:

I hereby authorize the information on this form is accurate to the best of my knowledge.

Signature

Date

**Send Form To: IIT Center for Disability Resources, 3424 S. State St., Room 1C3-2
Chicago, Illinois 60616, disabilities@iit.edu**