Disability Services

Interpreter Request Form

The following form is to assist Meredith College Disability Services in providing sign language interpreters or cued speech transliterators to individuals who need access to courses, meetings, events or activities at Meredith. In order to provide this service requests must be made at least 3 business days prior to the event. An effort will be made to meet all requests however, 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 Disability Services, 919-760-2383 (fax), or disabilityservices@meredith.edu.

If you need to cancel the interpreter after a request is made, you must notify Disability Services in writing 48 hours in advance of the event. If the interpreter is not needed, you may be responsible for any costs incurred by Disability Services.

Name: ____________________________________________
Phone: ____________________________________________
Email: ____________________________________________

Name of event: _____________________________________
Date of Event: ______________________________________
Start and Stop Time: _________________________________
Location: __________________________________________
Where will the interpreter report? (If different or more specific than location) ________________

Contact person (if not the same as requestor): ________________
Type of interpreting needed: ____________________________

Office Use
Date Rcvd: ___________ Interpreter(s): ________________

DISABILITY SERVICES
3800 Hillsborough Street • Raleigh, North Carolina 27607-5298 • Telephone (919) 760-8427, Fax (919) 760-2383