MEREDITH
COLLEGE

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, meeting, events or activities at Meredith. In order to provide this service, requests must be made at least 3 days business 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 201-A Carroll Hall.

Disability Services contracts with a local interpreting agency, which requires at least 24 hours notice for requests and cancellations or charges will apply. We understand that some situations cannot be foreseen and are not within the student's control (such as sickness or class is cancelled the morning of); however Disability Services needs immediate notification in any changes of requests/cancellations. If notification is not provided in a timely manner or interpreter is not needed, you may be responsible for any costs incurred by Disability Services.

Please print the following information

Name: _____

E-mail: _____

Phone: _____

Name of event: _____

Date of event: _____

Start & Stop Time: _____

Location: _____

Where will the interpreter needs to report? _____

Contact person (if not the same as requestor): _____

Type of service needed: please circle

Interpreting (ASL) Transliterator (Cued Speech)

Office Use
Date Received: _____ Interpreter's _____

Staff initials: _____ _____