

Text Accommodation Request

An enlarged print form is available from the office staff.

Directions:

1. Feel free to ask the staff of Disability Services for assistance on the use of this form.
2. Before this accommodation can occur you must have signed a paper called the "Agreement for Text Accommodation" and probably need to obtain information about reading assignments from a professor.
3. Fill out this form. A separate form must be used for each printed item that has a copyright. You may use a single form to request accommodation of multiple class handouts, if all the handouts are from the same course and you bring copies of each handout when delivering the form.
4. Deliver this form to Disability Services. It is strongly recommended that you call ahead (715-425-3531) to make an appointment with either an Alternative Text Manager or the office Coordinator. You should bring a copy of the printed item and a copy of the course syllabus (or at least a list of the dates by which the professor expects you will have read specific portions of the printed item). Plan to stay long enough that we can ensure there will be mutually agreed expectations for how and when the accommodation will occur.

Your name (please print) _____ UWRF ID # _____

E-mail address _____ Phone # _____

How should we notify you the accommodation is ready? Phone E-mail I'll stop in to check.

Name of course _____ Three digit course # _____ Section # _____

Date course starts _____ Name of professor _____

What do you want? Audio recording Enlarged text Braille Other _____

Title of printed item _____ Edition _____

Author(s) _____ Copyright date _____

Publisher _____ ISBN# _____

If the item is a book at Textbooks Services Library (TSL), please list it's TSL reference number _____

If the printed item is not a book, thoroughly explain what it is. For text posted on the Internet show the website address. Use additional paper if necessary.

Your signature _____ Date _____

Signature of person who assisted completion of form (if applies) _____ Date _____

Do not complete this section until you've received the accommodation:

I have received the entire accommodation. Signed _____ Date _____

Note: If it's not possible to provide you the entire accommodated within 3 weeks or your request, you will be asked to sign a different "receiving form" each time you obtain portions of the accommodation.

Alternative Text Planning Log

Form Receiving Log Date form was received _____ Did student submit form in person? **Yes No**
Was the front side sufficiently filled in? **Yes No** → If not, what's lacking? _____

Did student bring a copy of printed item? **Yes No** → If so, was the copy kept by DS? **Yes No**

Did student bring copy of course syllabus? **Yes** If not, what kind of plan was made to get reading assignments?

Signature of staff who acquired form _____ Date _____

Immediately route form to Alternative Text Manager.

Log regarding Reading for Blind and Dyslexic (RFBD)

Is printed item available from RFBD? **Yes No** → *If so, order from RFBD and complete remainder of this section; if not, sign (below*) and immediately route form to In-House Recording Manager.*

RFBD's code # for printed item _____ How many CD's? _____ Date ordered from RFBD _____

*Signature of staff who completed this section _____ Date _____

Date the CD's arrived at DS _____ Date student notified _____ Signature of staff _____

"In-House" Recording Log Date this form received by In-House Manger _____

Will the person who records this printed item need to be proficient with its subject matter? **Yes No**

The current plan is to have who do the recording? **faculty DS staff contracted student volunteer**

Who is that person's? _____ Person's phone# _____

Person's email _____

In-House Recording Manager's signature _____ Date _____

If a contacted student will record, attach completed contract to this request form.

Generic Log Record important circumstances related to the arranging and maintaining of this accommodation; date and initial all entries; attach additional paper if necessary.