Feel free to request assistance on the use of this form, or to have the following information in an alternative format, such as an audio recording, Braille, enlarged print, or on different colored paper.

An alternative text accommodation is typically an electronic version of a reading assignment, like an audio or e-Book. It could also be a transcript of a video. The staff of Ability Services will either create the accommodation in the office, which can take significant time to prepare, or contract the job off campus. Either way, the process does take time and it is expected that the student requesting such an accommodation request each alternative text accommodation separately and as much as four weeks before it’s needed. This does take significant planning on part of the student.

1. Soon after registering for courses, contact Ability Services and ask for copies of your Faculty Notification Letter. Also pick up Text Accommodation Request Forms. You’ll need one for each textbook or video.

2. Give the letters to the course instructors. If the accommodation will be for reading assignments, ask your professors for a list of every printed item that will be used for the course. If the accommodation will be for audio media, ask for a list of each that will be used for the courses. If you have difficulty with that process, quickly notify a staff of Ability Services to assist you more directly.

3. Use the lists to fill out a separate request form for each item that you want reformatted.

4. For copyrighted items, the U.S. Copyright Law mandates that Ability Services must seek the publishers’ permission before the office starts to create the accommodations. Before granting permission, they may ask Ability Services to prove that you’ve signed the following agreements: a) to not make another copy of the accommodation; b) to only use it for educational purposes; c) to not let anyone else use it; and, d) that you’ll return the accommodation to Ability Services soon after the course ends.

When signing a request form, you are agreeing to all those conditions (a-d, above) and are granting Ability Services permission to provide publishers a copy of the signed form.

Wisconsin law called ACT 124 can impact the ability to create and use this kind of accommodation.

5. As soon as possible, submit the completed request forms to Ability Services. Once you’ve submitted the form, a four weeks delay may occur before that accommodation will be ready. It is important to start these protocols soon after registering for a course. If Ability Services has an alternative formatted book request in its library, you will likely receive it within 4 business days.

6. A staff will notify you when a text accommodation is ready. If you don’t use a requested accommodation within a reasonable time, the office may assume you no longer want or need the accommodation.

7. Immediately notify Ability Services about any problems regarding an alternative text accommodation.

8. Any materials that Ability Services provides for such an accommodation are only being borrowed by the student for the length of the course.