
Flagler College

Office of Services for Students with Disabilities (OSSD)

Request for interpreter services

In order to ensure effective communication for students and to use the resources of the college in a wise manner, please complete the following form to arrange for interpreter services.

- ✓ OSSD requires 3 business day's notice **in order to schedule appropriate freelance interpreters. However, it is understood that occasions arise where that much advance notice is not possible; all efforts will be made to fill every request but cannot be guaranteed without appropriate notice.

Name of Person Requesting Interpreter:

_____ Date: _____

Interpreter is needed _____, _____/_____/____2007
Day of week Date

For _____
Event/ Meeting/ Course (include course numbers / sponsor's name/ etc.)

From _____ A.M. / P. M. to _____ A.M. / P. M
Time of day Time of day

Location _____

Contact information of student requesting: _____
email/ phone/ pager/ extension

Any additional information needed: (formal stage interpreting, specialized settings, etc.)

If this is required for a course please add the course and the professor's name.

Use this form for any Flagler College activity that you wish to schedule interpreters. All priority will be given to academic requests, although we will make interpreters available for extra curricular events as well.

**If you want an interpreter for a weekend, or a play or more complex assignment, you must make your request at least one week in advance.