



# Interpreting Services Request Form

Please return completed form to DS Office via [ds@seattlecolleges.edu](mailto:ds@seattlecolleges.edu)

<u>Requestor's Name:</u>		<u>Email:</u>				
<u>CTCLink ID:</u>		<u>Date:</u>		<u>Quarter:</u>		
<u>Course ID:</u>	<u>Days Class Meets:</u>	<u>Times Class Meets:</u>	<u>Building / Room Location:</u>	<u>Class Begin Date:</u>	<u>Class End Date:</u>	<u>Instructor Name</u>
<u>Course ID:</u>	<u>Days Class Meets:</u>	<u>Times Class Meets:</u>	<u>Building / Room Location:</u>	<u>Class Begin Date:</u>	<u>Class End Date:</u>	<u>Instructor Name</u>
<u>Course ID:</u>	<u>Days Class Meets:</u>	<u>Times Class Meets:</u>	<u>Building / Room Location:</u>	<u>Class Begin Date:</u>	<u>Class End Date:</u>	<u>Instructor Name</u>
<u>Course ID:</u>	<u>Days Class Meets:</u>	<u>Times Class Meets:</u>	<u>Building / Room Location:</u>	<u>Class Begin Date:</u>	<u>Class End Date:</u>	<u>Instructor Name</u>
<u>Comments for DS Staff:</u>						

387.75 Procedures and guidelines for the provision of Effective Communication services

387.75.01 Service provider for Seattle Colleges



The Disability Support Services (DSS) Office at each college will generally, upon request, provide effective communication aids and services for qualified District students with disabilities so they may participate equally in college programs, services and activities. Persons with disabilities requiring accommodations, such as sign language interpreting, are asked to contact their college's disability support office, present documentation and meet with a DSS counselor. Requests for ongoing classroom services must be made through the student's DSS counselor, prior to the beginning of the quarter or class session if possible. Students must be registered for the classes for which they are requesting services.

Effective communication services are also available for campus events.

All requests for effective communication services must be made to Disability Services. Requests for services with less than four weeks' notice for ongoing classes can result in delayed services. At least 5 business days may be needed for one-time events or services. Fulfillment of requests is contingent upon service provider availability.