



# Interpreter Request

Office 208-732-6260 • • Secure FAX: 208-732-6799

***Please request ASAP, preferably 1-2 weeks in advance.***

**PLEASE RESPOND TO ALL THAT APPLY.**

Student Service Request     Faculty/Staff/Community Service Request

Applicant Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**Best way to contact me:**

Phone \_\_\_\_\_  Cell \_\_\_\_\_  Email \_\_\_\_\_

**Please check one of the following:**

Field Trip     Seminar     Meeting     Class     Special Event     Other

Event Name: \_\_\_\_\_ Presenter/Instructor \_\_\_\_\_

Course Code: \_\_\_\_\_ Class Name: \_\_\_\_\_

**Please list the date(s) and time(s) of the event:**     Additional info on back

Date \_\_\_\_\_ Beg. Time \_\_\_\_\_ End. Time \_\_\_\_\_  
                  S M T W R F S

Location: Building \_\_\_\_\_ Room \_\_\_\_\_  
(Please include address if off campus.)

**Please briefly describe the nature of the information to be presented.  
Please use the back if needed.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If you have any questions or concerns, please contact the Student Accessibility Services Coordinator, at 732-6260.**

**For Office Use Only:** Received by: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
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**CONFIRMED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_     EMAIL     CELL