



Office of Student Disability Resources and Services
Division of Student Affairs

**Interpreting Services Request Form
(Event)**

Due to a limited number of interpreters in our area, all service request forms must be submitted to Student Disability Resources and Services (SDRS) four to six weeks prior to the time the service is needed. Requests can be submitted in person to the SDRS office, or electronically as an e-mail attachment to Rebecca.Tuerk@tamuc.edu or Gina.Gilbert@tamuc.edu. The request for an event will be forwarded to the sponsoring entity that will be responsible for hiring the interpreter.

Student Must Complete

Name:	Date Submitted:
Phone Number:	E-mail Address:
Location:	Time of Event/Session
Other Comments:	

Completed by Department Sponsoring Event

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments:
<input type="checkbox"/> Filled By Date _____	Interpreter(s): Comments:

Signature of Event Coordinator

Date

Interpreter complete

<input type="checkbox"/> Completed <input type="checkbox"/> No Show <input type="checkbox"/> Cancelled	Comments:
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Interpreter Signature

Date