



OFFICE OF DISABILITY SUPPORT SERVICES
UNIVERSITY CENTER - ROOM 310
tel. (516) 877-3145
fax (516) 877-3139
tty (516) 877-3138

Request for Sign-Language Interpreting Services

Three days notice is required for requests for sign-language interpreting services. Students needing sign-language services must make requests for these services to DSS, not the individual interpreters or agencies.

Contact Name: _____

Telephone #: _____

Date request submitted: _____

Please provide DSS with the following information:

Date Interpreters needed: _____

Times: _____

Location: _____

Type of Event: _____

(Examples: Tutoring session, academic advising, campus event, etc.)

Sponsoring Department: _____

Students requesting sign-language interpreting services for their classes must attach a copy of their schedules. Requests for sign-language interpreting services for classes should be made at the time of registration. Late requests will be filled as soon as possible, but students should be aware that at times sign-language interpreters can be difficult to secure.

Signature

DSS Use Only:

Request review by: _____ Date: _____
(DSS staff member)