



Office for Disability Services Lincoln College



Request for Sign Language Interpreter or Captioning

Use this form to schedule a sign language interpreter or captioning for an event other than regular class sessions. The form may be submitted as a scanned email attachment, printed and submitted to Disability Services as a hard copy, or submitted online by saving the form to your computer and clicking the "submit" button at the bottom of this page.

Student

ID #

Date

1. Date service is needed:

2. Start Time:

End Time:

3. Building:

Room #:

4. Course Number (if the event is associated with a class):

5. Service Requested

☐ Sign Language Interpreter

☐ Captioning

6. Description of Event:

☐ Field Trip

☐ Meeting with Faculty/Staff

☐ Film

☐ Presentation

☐ Small Group Project/Meeting

☐ Tutoring

☐ Other (Please explain)

Note:

It is your responsibility to notify Disability Services at least two full business days in advance if you will not be attending the event or if the event is rescheduled. If an event is rescheduled, you will need to notify Disability Services of the need for services by submitting a new request for services on the rescheduled date.