



Office of Student Disability Resources and Services  
Division of Student Affairs

**Interpreting Services Request Form**

Due to a limited number of interpreters in our area, all service request forms must be submitted to Student Disability Resources and Services (SDRS). Students needing interpreting services for any university activities outside of regularly scheduled class times must submit an **Interpreting Service Request Form 4 business days** in advance of the activity. Requests submitted with less than 4 days' notice can **only** be approved by the Director of SDRS. Requests can be submitted in person to the SDRS office, or electronically as an e-mail attachment to [StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu).

**Student Must Complete**

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

**Completed by Department Sponsoring Event**

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

\_\_\_\_\_  
**Signature of Director**

\_\_\_\_\_  
**Date**

**Interpreter complete**

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

\_\_\_\_\_  
**Date**