



STUDENT ACCESSIBILITY SERVICES

1202 W Farm Rd
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Interpreter Request

Request for reoccurring events (i.e. classes, clinical/internship hours and school related trips) must be made 2 weeks in advance, all others must be made 3 business days in advance. Cancellations must be made 24 hours ahead of time. Emergencies due to illness or another unforeseen event must be communicated to the Interpreter Coordinator as soon as possible.

1. Today's Date _____
2. Name of person requiring an interpreter _____
3. Contact Information
 - a. Email _____
 - b. Phone/text number _____
 - c. Best way to reach you _____
4. Event type:
 - a. Lecture Lab Course name, building and room # _____
Start Time: _____ A.M. or P. M. Stop Time: _____ A.M. or P. M
 - b. Lecture Lab Course name, building and room # _____
Start Time: _____ A.M. or P. M. Stop Time: _____ A.M. or P. M
 - c. Lecture Lab Course name, building and room # _____
Start Time: _____ A.M. or P. M. Stop Time: _____ A.M. or P. M
 - d. Lecture Lab Course name, building and room # _____
Start Time: _____ A.M. or P. M. Stop Time: _____ A.M. or P. M
 - e. Lecture Lab Course name, building and room # _____
Start Time: _____ A.M. or P. M. Stop Time: _____ A.M. or P. M
 - f. Lecture Lab Course name, building and room # _____
Start Time: _____ A.M. or P. M. Stop Time: _____ A.M. or P. M
 - g. Clinical/internship hours In #6 additional information provide dates, time, and location.
 - h. Meeting with advisor Building and room # _____ Time _____
 - i. Meeting with professor Building and room # _____ Time _____
 - j. Other Meeting In #6 additional information provide dates, time, and location.
 - k. Tutoring Course name: _____
 - l. Supplemental Instruction Course name: _____
 - m. Concert In #6 additional information provide dates, time, and location.
 - n. Off campus event description _____
5. Event Location: _____

6. Additional Information _____
