



**O**ffice of  
**D**isabilities  
**S**ervices

# PCCC ASL Interpreter Request Form

Office of Disability Services • M244  
Passaic County Community College  
Phone: 973-684-6395  
Email: ods@pccc.edu  
Online: pccc.edu/ods

### **ASL Interpreter Request Deadlines**

To be guaranteed interpreting service, requests must be made by the following dates:

- Fall Semester – August 1<sup>st</sup>
  - Spring Semester – December 1<sup>st</sup>
  - Summer Semester – April 1<sup>st</sup>
- Last minute requests may not be filled.**

**Fill out this form completely before submitting your request – Leave no blanks.**

Date Request Submitted: \_\_\_\_\_ for Semester/Year: \_\_\_\_\_

Student Name: \_\_\_\_\_ PCCC ID: \_\_\_\_\_

PCCC Email: \_\_\_\_\_@students.pccc.edu

Student Phone Number: \_\_\_\_\_

All eligible students must request interpreting services in advance. This will give the PCCC adequate time to locate a qualified interpreter. If you know you will be missing class, you must contact the ODS staff AND your interpreter directly a minimum of 24 hours PRIOR TO CLASS TIME to adequately notify us that you will not attend class.

### **Interpreter Cancellations**

- **Absence:** If you are planning to be absent, please contact ODS immediately. 24 hours notification is required.
- **Class Cancellation:** If you do not need interpreting services due to class cancellation, you are responsible to immediately notify first the interpreter and then ODS. Students should call and email to avoid miscommunication problems.

**Student Signature:** \_\_\_\_\_

List all the classes you are requesting ASL interpreters for below:

Course Code & Section	Days	Meeting Times	Location Bldg/Room

Passaic County Community College is an Equal Opportunity/Affirmative Action educational institution. In order to promote this goal, the College makes positive efforts to ensure equal opportunity to all individuals without regard to race, color, sex, religion, national origin, disability or veteran status.