University of Illinois Springfield

Alternative Format Request Form

This form along with a Student Alternative Format Agreement Form must be completed and proof of purchase of requested textbook(s) must be provided to the UIS Office of Disability Services before your request will be processed. A request for an alternative format of a text(s) cannot be processed until you have purchased your textbook(s). By submitting this form you are authenticating that you have provided to the best of your ability all required information and have legally obtained the requested text(s).

Name: ___________________________  UIN: ___________________________
Cell Phone: ______________________  E-Mail: ________________________
Semester Requesting Texts: _____

Number of Alternative Format Textbooks being requested:
(Within this form you can complete one textbook request. If you are requesting more than one textbook you will need to fill out multiple forms.

Preferred Alternative Format:
___ Large Print  ___ Electronic Text (MS Word)
___ Audio Format

Textbook Request and Course Information

(Please provide the information for the textbook you would like converted into an alternative format for your course. The requested information can be found on the publication page of the textbook(s) and/or on the back of the text(s). If you are requesting additional textbooks then you will need to submit multiple requests until all of your needed texts have been requested.)

Course and Section: ____________  Professor: _________________
Title and Author: ______________  ISBN: _______________
Edition and Publication Date: _________  Publisher: _______________
Purchased From: _________  Purchase Date: _______
Purchase Price: _________

Please remember, ODS has a maximum of six (6) weeks to process your textbook request.