Alternate Format Request Form

This form, along with a Student Alternative Format Agreement Form, must be completed and proof of purchase of the requested textbook(s) must be provided to the 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 the required information and have legally obtained the requested text(s).

Name: ___________________________   UIN: ___________________________

Phone: ___________________________   Email: ___________________________

Semester: ___________________________

Number of Alternative Format Textbooks being requested: ___________________________

(You will need to complete a form for each textbook being requested)

Preferred Alternative Format:

- Large Print
- Audio Format
- Electronic Text (MS Word)

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 and/or on the back of the textbook. If you are requesting additional textbooks then you will need to submit a separate request form for each textbook.

Course & Section: ___________________________

Professor: ___________________________   IBSN: ___________________________

Title & Author: ___________________________

Edition & Publication Date: ___________________________

Publisher: ___________________________

Purchase Date: ___________________________   Purchased From: ___________________________

Purchase/Rental Price: $ ___________________________   Receipt Received Date: ___________________________

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Signature: ___________________________   Date: ___________________________